



JOB DESCRIPTION

Position Title: Graphic Design Assistant

Ministry Department: Creative

Reports To: Graphics Design Lead

Status: Part Time, non-exempt (25 hours/week)

Revised: February 2026

Primary Purpose

The purpose of the Graphic Design Assistant will be to assist the Creative ministry in communicating Rockharbor's mission through various media - including graphics, photography, video and social media - with relevance and excellence.

Position Requirements

- High School diploma
- Experience in related field, minimum of 1 years required.
- Experience working or serving in ministry preferred.
- MS Office proficiency, Adobe Suite, Mac and basic computer skills.
- Experience working with camera equipment for photography and video.
- Ability to work independently, as well as with a team.
- Professional presence and interpersonal skills.
- Excellent verbal and written communication.
- Ability to be teachable, seeking out coaching and learning for growth and development.
- Ability to promote a positive attitude and working environment, with the desire to have fun, be positive and flexible.

Position Responsibilities

- Assist in the building and maintaining ministry branding for Rockharbor Church and individual ministry departments.
- Create and execute graphic design for all ministry departments.
- Serve as a photographer for church events and activities as needed.
- Execute many of the recurring printing tasks for Creative, including Sunday programs, in-house signage, etc.
- Assist with other administrative or creative ministry tasks as needed.

Personal and Spiritual Requirements

- Has a growing relationship with Jesus, and a commitment to spending daily time with Him.
- Models a strong relationship with his or her spouse (if married) and children (if applicable).
- Strives to fulfill his or her purpose in life and ministry, while demonstrating integrity in words, relationships and actions.
- Models standards and expectations of Rockharbor Church leadership, including, but not limited to:

- Upholding Rockharbor's Core Values and mission
- Regular attendance at Rockharbor Church services
- Regular participation in a Community Group
- Partnership through tithing and serving
- Abstaining from smoking, vaping and illegal substances
- Models discretion and positivity in use of social media
- Setting of appropriate boundaries to protect character and integrity.

Rockharbor Church exists to love and lead one another to be devoted followers of Jesus. We encourage each member of our staff team to live this mission through their personal lives and in their work. We value striving for excellence and working together as a team. We believe God has gifted each individual with specific and unique gifts and talents, which He brings together to reach our community and world with the love and message of Jesus!