



Role Details

Title: Graphics Assistant

Paid Position: Yes (hourly) Weekly expectations: Up to 15 hours per week

Job Category: Part-Time Staff

Relationships

Reports to: Communications Coordinator

Direct Reports: None

Works directly with: Communications Coordinator, Ministry Staff

Qualifications and Competencies

- A creative team-player who can take direction and complete projects
- Ability to create visually appealing graphics and content
- A proficient knowledge of Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Microsoft Office, and various social media platforms
- Agree to the WL Grace Ministry Team Agreement
- It is preferred (but not required) that this person attend Winona Lake Grace Church

Primary Duties and Responsibilities

- Design graphics, social media content, brochures, and signs under the direction of the Communications Coordinator
- Communicate with various ministry leaders to understand their graphic needs for various projects
- Contribute to brainstorming and developing new ideas
- Edit and proofread graphics and marketing content

Additional Information

- Work will primarily take place on-site
- Employee will receive regular job performance updates

[Graphics Assistant Application](#)