



### **Position Description**

**Job Title:** Graphic Designer  
**Department:** Creative  
**Reports To:** Art Director  
**FLSA Status:** Exempt

#### **Summary:**

The Graphic Designer advances the mission of Church of the City by creating compelling visual content that supports churchwide and ministry-specific initiatives. Reporting to the Art Director, this role contributes to the full creative process—from concept through delivery—while maintaining brand consistency and design excellence across all platforms. This individual ensures that all creative work aligns with the values, voice, and visual identity of Church of the City.

#### **Essential Duties and Responsibilities** (other duties may be assigned):

- Design and execute creative assets in alignment with the Church of the City brand across print, digital, and social media platforms
- Support the Art Director in developing and implementing design concepts for campaigns, events, and ministry resources  
Ensure brand integrity across all deliverables by following the COTC Brand Refresh Principles
- Collaborate cross-functionally with other departments to understand project needs and provide creative solutions
- Communicates clearly and effectively with other staff and clients to ensure clarity and unity is maintained throughout all projects.
- Manage assigned projects from start to finish, including concepting, design, revisions, and delivery
- Receive and implement feedback in a timely and professional manner
- Participate in internal critiques, brainstorming, and team meetings
- Takes initiative to pursue healthy team dynamics and strengthen the culture of the team.
- Assist with special events, photoshoots, and other creative initiatives as needed
- Maintain organized digital files and adhere to internal systems for file sharing and archiving
- Stay up to date with current design trends and actively pursue creative and spiritual development

#### **Technical Skills:**

- Adobe Creative Cloud (Photoshop, Illustrator, InDesign required; After Effects a plus)
- Apple Keynote and MacOS familiarity

- Strong understanding of layout, typography, color theory, branding, and storytelling
- Experience designing for web/mobile, including knowledge of basic UX/UI principles
- Familiarity with social media platforms and best practices for visual content
- Experience with Asana (or similar project management tools), Dropbox, and Google Workspace

**Required Competencies and General Skills:**

A successful candidate is a proactive designer who embodies the culture of Church of the City, communicates clearly, and collaborates well across teams. They create brand-aligned assets from concept to completion, manage feedback with professionalism, and bring both creative excellence and emotional intelligence to a fast-paced, ministry-focused environment.

Must possess general computer skills, including proficiency with Google Suite. Maintains confidentiality and demonstrates strong organizational skills with exceptional attention to detail. Capable of adhering to deadlines, managing multiple diverse assignments, and executing tasks effectively. Exhibits practical time management skills, demonstrates innovation by suggesting improvements within the scope of work, anticipating needs, and creating efficient, effective processes. Self-motivated, takes ownership of tasks, and shows flexibility and adaptability in dynamic situations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Membership Requirement:**

Church of the City employees are required to become a Stakeholder of the church within the first 6 months of employment and agree to the beliefs, standards and responsibilities outlined in the [Stakeholder Agreement](#).

**Education:** A High School Level education, or its equivalent required; baccalaureate degree preferred.

**Experience:** A satisfactory equivalent of education, training, and experience in related fields and/or educational disciplines, sufficient to qualify for the position's requirements.

**Physical Requirements:**

Ability to lift or carry up to 20lbs

Ability to sit for extended periods

Ability to work at a keyboard and other related equipment

Ability to move about to accomplish tasks related to role