



College Wesleyan Church

Making more and better disciples who transform the community and resource the Church.

Position title	Graphic Designer/ Digital Communication Assistant	Date Reviewed	4/6/2023
Position description	Part Time (Up to 29 hours/week)		
Position supervisor	Resource Pastor		

General Description

CWC exists to make more and better disciples who transform the community and resource the church. To this end, the Graphic Designer role exists to coordinate all aspects of print and digital publications for the church. The Graphic Designer lends strategic and creative continuity to the branding of CWC, along with all ministries of the church.

Duties & Responsibilities

- Equipping and partnering with the staff to communicate the vision of the church and portions of the strategic plan through creative solutions in expressing our five circles of influence: the congregation, campus, community, church, and culture.
- Oversee creation of all original CWC ministry graphic content and branding
- Oversee all print and digital materials related to promotions, ensuring they are executed with excellence
- Assist to ensure the consistency, presence, and quality of the CWC brand
- Monitor the look, vibe and feel of all promotional materials representing CWC
- Use social media marketing tools to create and maintain the company's brand
- Develop social media campaigns
- Update social media content across all channels
- Prepare announcement slides
- Provide guidance to ministry leaders on best design practices
- Oversee paper needs and coordinate with receptionists for supply orders
- Network with contractors and volunteers to develop print and digital materials
- Attend meetings where design input is valuable
- All other duties as assigned

Qualifications & Desired Skills

- Degree in communications, media, or related field, or at least 2 years experience in communications and design
- Proficient in Creative Suite programs, such as Photoshop, InDesign, and Illustrator
- Excellent written and oral communication skills
- Proven ability to take projects from beginning to end
- Organized and able to manage multiple projects
- Relates well to all kinds of people, builds effective relationships, communicated effectively both interpersonally and corporately.



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- Experience with social media marketing and campaigns

Personal Life Requirements

- Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer, and meditation
- Maintain Christian priorities in your home and be a spiritual leader to your community.
- Develop personal evangelism opportunities within and outside the church
- Agree to uphold the CWC Staff Conduct and Lifestyle Agreement, the Employee Fraternalization Policy, and the Confidentiality Agreement

Working Conditions

- Special working conditions include some irregular hours
- Hybrid work model available
- Nature of work is primarily sedentary