

JOB DESCRIPTION

Job Title: Graphic Designer

Position reports to: Director, Design

Department: Creative

Level: Full Time

Date Prepared: 12/2025

Purpose of the Job:

The Graphic Designer is an innovative, forward-thinking, and accomplished layout/design artist who creatively and collaboratively translates ideas, concepts, and messages into consistently powerful and engaging visual expressions for print, digital platforms at Citygate Church.

- **Essential Functions and Responsibilities:**

- **Weekly Responsibilities (before Sunday)**

- Provides graphic design and layout for digital and print internal church-wide weekly, ongoing, monthly, and seasonal marketing deliverables, including announcements insert, email blasts, website content updates, logos, sermon and worship graphics.
- Provides graphic design and layout for digital and print external marketing deliverables, including advertisements, signage, billboards, banners, social media, and flyers.
- Review, proof, and edit content for layout.
- Provides creative support, collaboration, and consultation to ministry areas, with thoughtful, engaging, and effective deliverables.
- Manage projects, organize tasks, and prioritize workload
- Communicate project progress with ministry departments
- All other duties as assigned

- **Sunday Responsibilities**

- Participate in Sunday experience as a Culture Carrier

- **Monthly Responsibilities**

- Participate in Sunday experience as a Culture Carrier
- Create a monthly serve and mtg schedule for the department.
- Monthly training with your departments to train, cast vision, and build community
- Stay 4 months ahead on up and coming church and community events
- Nominate and celebrate Crew Leaders and members monthly

- **Special Events Responsibilities**

- Be present and available to lead and or serve with any Citygate event

- **Personal Requirements**

- To exhibit a growing passion to serve God, your family, church and team by reflecting a life that reflects Christ in your words and actions in both your personal life and ministry. You will be looked up to as you model the Christian faith, and the way you live your life should reflect the Gospel at all times

- Spiritual growth is a PRIORITY, and we encourage daily engaging in prayer, Bible study and personal development
- You must be a strong communicator both verbally and written; able to have courageous conversations
- Agree to exemplify the staff core values, mission and vision, Honor Code and 8 gates to include biblical tithing to Citygate Church
 - Staff core values are grit, driven, 360 thinking, unity, a grateful and contagious culture

- **Experience and Knowledge Required:**

- Self- Motivated with the ability to work without supervision and able to set & achieve goal
- Strong proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop, etc.), and ability to work on Mac platforms (Pages, Numbers, Keynote)
- A driven self-starter who's able to prioritize and manage your time well
- Email design / working with existing templates
- Copywriting experience preferred
- Takes initiative on projects with a strong ability to understand and solve creative challenges
- Strong attention to detail
- General knowledge of design concepts with a pulse for current trends and techniques
- Ability to manage multiple projects simultaneously while meeting deadlines
- Ability to work as a team player and discuss needs, challenges and ideas
- Ability to think ahead, anticipate needs and offer creative solutions
- Excellent written and verbal communication skills

- **Additional Requirements**

- Valid Driver's license
- High school diploma or equivalent; college degree preferred
- 1-3 years Graphic design experience
- Excellent verbal and written communication skills
- Must be able to lift 20 lbs

- **Core Values in Daily Life:**

- Attitude of Honor- Show reverence to God and others by practicing stewardship, pursuing excellence, and embracing a lifestyle aligned with the Citygate Honor Code.
- More Requires More- Demonstrate a servant's attitude by prioritizing unity, actively contributing, and demonstrating unwavering commitment to establishing a culture aligned with Kingdom principles.
- Take the Limits Off- Pursue spiritual growth through the gifts of the Holy Spirit, foster a mindset of creative and innovative thinking to dream big dreams and take big risks.
- Loyal to the Future- Clearly called by God to embrace and advance Citygate Church's vision, demonstrate loyalty through generous contributions of time, talent, and resources to shape the future of our local body of Christ.

Employee Signature: _____ Date: _____

Printed Name: _____