



## Position Description

**Name:**  
**Job Title:** Designer  
**Department:** Creative Arts  
**Reports To:** Senior Designer  
**FLSA Status:** Exempt

### **Summary**

Under direct supervision, with the incorporation of independent judgement and decision-making, this position is responsible for nurturing the vision of Church of the City by helping to develop and execute creative projects supporting and equipping the various needs of the Creative Arts department. In conjunction with the Senior Designer, this position is accountable for ensuring that all branding and communication is aligned with, and reflects the values of Church of the City.

### **Required Competencies**

A successful candidate understands the COTC culture, is proactive, meets deadlines, maintains confidentiality, communicates effectively, performs tasks to ensure workflow runs smoothly, and possesses necessary relational skills (i.e. emotional intelligence, communication and conflict resolution skills) needed to navigate the needs and requests that arise in this ministry. Represents and upholds the culture of Church of the city and the Creative Team by demonstrating a strong work ethic, positive attitude, and learning posture.

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

- Serves the Creative Arts team by assisting with the development, innovation and communication of Church of the City's visual brand through various mediums under the supervision and direction of the Senior Designer.
- Executes a variety of design projects from conception to delivery, and assists the Senior Designer with additional components of design projects and initiatives.
- Maintains brand consistency throughout all projects via the Brand Guide and the direction of the Senior Designer and Creative Director.
- Completes assigned tasks and projects on time and with excellence.
- Assists the Creative Arts team with additional responsibilities pertaining to special projects and events.

*"Lord, I have heard of your fame; I stand in awe of your deeds, Lord. Repeat them in our day, in our time make them known;" Hab 3:2 (NIV)*

- Demonstrates continued spiritual and creative growth by completing assigned learning tasks, taking initiative to pursue learning and growth opportunities, and maintaining a flexible and open posture to unexpected challenges.
- Interacts appropriately with other departments and staff members to ensure positive momentum for all creative projects as well as a healthy ongoing client-Creative Arts team relationship.
- Communicates clearly and effectively with other staff and clients to ensure clarity and unity is maintained throughout all projects.
- Safeguards confidential information, identifies opportunities for improvement, and handles additional duties as assigned.
- Must be able to effectively communicate internally and externally in a manner consistent with the organization's Code of Conduct and core values.

### **Supervisory Responsibilities**

None

### **Qualifications**

A Christian in submission to the authority of the Scriptures and the Holy Spirit, as evident in lifestyle. Subscribes to and is in full agreement with the Church of the City's Statement of Faith. Represents and upholds the mission, vision, and culture of Church of the City by demonstrating a strong work ethic, positive attitude, and learning posture. Incumbent is willing to become a stakeholder of COTC within six months of hire.

The criteria listed below are representative of the knowledge, skill, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Qualifications include but are not limited to:

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

**General Skills:** Must have general computer skills including a working knowledge of Microsoft Office; protects confidential information; knowledge of general business practices; strong organizational skills and high attention to detail; strong communication skills (written and verbal); ability to adhere to deadlines and execute on tasks and handle multiple, diverse assignments; effective time management skills; ability to work well in teams; demonstrated ability to be innovative and suggest changes/improvements within the scope of work; anticipate needs and create efficient and effective processes; self-motivated and takes responsibility/ownership of tasks; demonstrates flexibility and adaptability to changing situations; demonstrate a high level of customer service, friendliness, and etiquette consistent with the culture of the organization.

**Specialty Skills:** Must have intermediate to advanced graphic design computer skills including a working knowledge of the Adobe Creative Cloud programs such as Photoshop, Illustrator, and InDesign; an ability to understand project workflow systems; strong organizational skills for both task management and digital organization of files and infrastructure; the ability to learn new software as required. A working knowledge of the Google applications, Dropbox, Apple applications such as Pages and Keynote, and popular social media platforms such as Facebook and Instagram are also preferred. Strong working knowledge of design thinking and principles, typography, layout, UX and UI theories and

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practices is also required.

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

### **Acknowledgment**

I certify that I have read and understand the preceding description of my job. COTC is an At-Will and equal opportunity employer. All of our employment decisions (e.g., recruiting, hiring, training, promoting, compensating, and terminating) will be made in accordance with applicable laws and regulations.

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Name

\_\_\_\_\_  
Date

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