



## Graphic Designer Assistant Director

**Position Summary:** High Desert Church (HDC) is seeking an experienced graphic designer to join its Creative Team. The Graphic Designer Assistant Director will work alongside the Creative Team's other designers and video team to develop and implement design solutions for worship services, special events, ministry departments, and more through print and digital communication channels.

This role requires someone who can adapt, learn, and is able to create effective designs to further the mission of HDC. This role will be expected to create collaboratively with other members of the Creative Team. This role will maintain productive and healthy relationships with the client groups they represent. This position, in conjunction with our other designers, will work on a variety of print, digital media, and web projects at various stages of a project's life cycle including conceptualization, proof of concept, design, production, and delivery for our campuses and ministry departments. Performs other duties as assigned and will have growing responsibilities to support the Creative Team and overall success of HDC's ministry.

The Graphic Designer Assistant Director must be able to identify and implement clear communication practices and design principles to effectively reach the lost, be able to work in a fast paced environment, be able to turn over projects quickly and efficiently, and have a willingness to help proactively solve ministry problems.

**Principal Working Relationships:** This role reports to HDC's Communications Director, but shares responsibility in supporting the overall success and effectiveness of the Creative Team and Shared Services.

### **Duties and Responsibilities include, but not limited to:**

- Support the design needs of the various campuses, ministries, campaigns, and initiatives.
- Assist in the creative development of major projects, weekend series, events, holidays, etc.
- Digital content – series art, event branding, social media images, ministry branding, etc.
- Print collateral – programs, event postcards, banners, signage, etc.
- Provide support and strategy for HDC's online communication tools, including web and app.
- Aid in filming and producing basic videos and video elements as needed.
- Maintain HDC branding across all platforms.
- Perform high-quality, on time, detailed work with minimum supervision under deadlines.
- Stay up to date with current and developing design trends.
- Assist in print production (printing, cutting, folding, binding, finishing, etc.).
- Provide exceptional customer service. Approach each project as an opportunity to serve.
- Participate in weekly staff meetings, weekly prayer groups, monthly staff breakfast, annual Board/Staff Retreat, etc.

**Qualifications:**

- Bachelor's degree or equivalent combination of education and experience; at least 2 years of graphic design experience preferred.
- Must adhere to HDC's Statement of Faith, Constitution, and Policies.
- Must be proficient in Adobe Creative Cloud (primarily Adobe InDesign, Adobe Illustrator, and Adobe Photoshop) and Mac operating system.
- A strong sense of layout, color theory, typography, and style.
- Foster a positive, proactive, collaborative, and creative work atmosphere.
- A team player that thrives in a collaborative team environment, exemplifies a positive "can do" attitude, is fun to work with, and fosters an attitude of professional excellence.
- Ability to give attention to detail while also maintaining the ability to see the bigger picture.
- Ability to manage and deliver multiple projects with tight deadlines, while producing quality work, and with a positive attitude.
- Able to manage feedback from multiple parties and navigate last minute changes.

**Required Submissions:** Please include a link to your work or attach a PDF of your portfolio with your resume.