

Media Department - GRAPHIC ARTIST/DESIGNER

Regular Office Hours: 37.5 hours weekly Mon- Thurs

Position Reports to: Media Manager

General Directives/Duties

- Demonstrates a commitment to the values of Jerry Savelle Ministries International. Must live a life that exemplifies Christ and Biblical values – attends church regularly
- Encompasses and performs relative duties with respect to further the vision of JSMI/HFCC, its' President, CEO, Directors, and all staff. To understand that they are a vital part in the fulfillment of it
- Fully grasps that media exposure is integral to Jerry Savelle Ministries International reaching the widest possible audience
- Recognizes areas of work required that are outside the scope of one's skill level and/or training, which means the employee is expected to develop or learn those skills. Personal growth and development with an interest in learning, coupled with a "can do" attitude, is a **must**
- Able to multi-task as required and utilizes creativity, communication, and problem-solving qualities
- As a Graphic Designer, the essential responsible includes but not limited to, creating digital and print magazine layouts, banners and promotional displays, book covers, page layouts, digital books (eBooks), CD covers and disc artwork, logos and branding, etc
- Utilizes good business practices and savviness when communicating with internal/external partners and/or vendors relating to but not limited to printers, publishers, and all other related sources to secure bids and/or agreements for all print and production costs of products
- Assists with creating graphics for website and social media platforms
- Participates in the success of JSMI's major outreaches and/or annual events including but not limited to: President's Cabinet/Vision Event, HFMA Annual Conference, and SWBC Conference

Requirements

- Must live a life that exemplifies Biblical values
- Upholds confidentiality agreement of all JSMI/HFCC business
- Minimum of high school diploma - associate's or bachelor's degree in Design, Fine Arts or related field is a plus, or 2+ years of experience in related field
- Excellent verbal and written communication abilities
- Impeccable organizational skills, self-motivated, takes initiative and is a self-learner
- Detail-oriented even when working under pressure and tight timelines
- Able to manage concurrently multiple timelines, projects, and prioritize efficiently
- Willing and capable to work overtime on an "as needed" basis
- Open to give and receive constructive feedback as it relates to projects without taking it personally
- Displays solid design fundamentals (e.g., typography, layout, composition, color and standard print practices) which are showcased through a refined and inspiring portfolio. Consistently exhibits exquisite details and competent execution
- Knowledgeable with hands-on experience for design software, including but not limited to, Adobe Creative Suite, Photoshop, Illustrator, Indesign, etc.
- Adapts and responds quickly to multiple moving elements within simultaneous tasks and/or projects

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts and working conditions associated with this position. It does, however, reflect the principal job elements of this position. This job description does not constitute a contract for employment.