



MINISTRY DESCRIPTION

Title: Graphic Artist
Department: Communications
Reports to: Communications Director

Schedule: Regular Full-Time
FLSA: Exempt

Ministry Function:

The Graphic Artist supports the ministry of Convoy of Hope by assisting the Communications team in creating and maintaining the Convoy of Hope brand. They work closely with all teams to provide cohesive, professional and creative communication products to assist the organization in its mission.

Essential Duties and Responsibilities:

1. Design print and digital materials for all organization teams, internal campaigns and efforts.
2. Receive creative direction and briefs from Creative Director and graphic lead, then create intuitive, compelling, creative work.
3. Develop new content, campaigns, products or innovations as directed to help build brand equity and loyalty among our constituents.
4. Design and illustrate brand identity, infographics and other illustrations to help show the story.
5. Work in collaboration with other Communications team members to assure excellence in all graphics projects assigned.
6. All other duties as assigned.

Required, Knowledge, Skills, and Abilities:

1. Bachelor's degree in Graphic Arts, Graphic Design, Communications, Marketing or related experience preferred. High School diploma or equivalent required.
2. 2+ years graphics design experience required.
3. Demonstrated ability to design for web and digital environments required.
4. Ability to complete quality work quickly.
5. Excellent portfolio of work demonstrating illustration skill, type use, color selection, photo treatment and conceptual thinking.
6. Ability to use computer and software programs, including but not limited to, Adobe Creative Suite, Photoshop, InDesign and Google Apps.
7. Photography experience a plus.
8. Must exhibit a professional demeanor when working with all levels of staff, guest, and donors.
9. Excellent communication skills illustrating proper use of English grammar.
10. Strong organization skills, ability to successfully manage and complete multiple projects on strict deadlines.
11. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
12. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

13. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.

Supervisory Responsibilities:

This position may directly supervise outside vendors and contract workers as needed.

Created: Oct. 18, 2010
Revised: February 28, 2017
Revised: April 11, 2017
Revised: May 7, 2018