



## MINISTRY DESCRIPTION

**Title:** Graphic Artist  
**Division:** Communications  
**Working Group:** Communications  
**Reports to:** Lead Designer

**Schedule:** Regular, full-time  
**FLSA:** Exempt

### **Ministry Function:**

The Graphic Artist supports the ministry of Convoy of Hope by assisting the Communications Division 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 & Responsibilities:**

1. Design print and digital materials for all organization teams, internal campaigns, and efforts.
2. Develop new content, campaigns, products, or innovations to help build brand equity and loyalty among our constituents.
3. Design and illustrate brand identity, infographics, and other illustrations to help show the story.

### **Required, Knowledge, Skills & Abilities:**

1. Bachelor's degree in graphic arts, graphic design, communications, marketing, or related experience is preferred.
2. 2+ years graphic art experience is required.
3. Excellent portfolio of work demonstrating illustration skill, type use, color selection, photo treatment, and conceptual thinking.
4. Ability to use computer and software programs, including but not limited to, Adobe Creative Suite and Google Apps.
5. Must exhibit a professional demeanor when working with all levels of staff, guest, and donors.
6. Excellent communication skills, demonstrating proper use of English.
7. Strong organization skills, ability to successfully manage and complete multiple projects on strict deadlines.
8. Serve as an advocate for the ministry, striving to nurture, broaden, and develop
9. develop financial and other resource opportunities to support and expand organizational and program ministry.
10. 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.
11. 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: October 18, 2010  
Revised: February 28, 2017  
Revised: April 11, 2017  
Revised: July 1, 2020