



Graphic Designer

OVERVIEW

The Graphic Designer is responsible for creating design materials that reflect the organization's brand and visually engage our community. The Graphic Designer helps the organization fulfill its mission to provide compelling, life-changing content so that women can grow, learn, and be inspired to live out God's purpose for their lives.

REPORTS TO: Chrysal Evans Hurst

DUTIES/RESPONSIBILITIES

- Collaborate with our marketing team to produce engaging and effective collateral for print materials, web assets, email promotions, social media platforms, internal presentations, and more.
- Manage and prioritize multiple projects from concept to completion.
- Organize design assets from products, marketing, events, etc.
- Build and produce graphics for any ministry-related projects.
- Create templates in Canva to be utilized by other team members
- Collaborate with The Sister Circle's web and marketing teams in conceptualizing and building digital experiences that grow lead generation and acquisition.
- Design assets and set up/execute for live events like annual retreats, book launch events, etc.

REQUIRED SKILLS/ABILITIES

- Must have a personal and thriving relationship with Jesus Christ
- Must be able to maintain confidentiality
- Should be detailed and organized
- Should be a team player with the ability to work with varying temperaments
- An understanding of and a commitment to the mission of The Sister Circle, LLC.
- Knowledge in managing files for print and web (i.e., color modes, file formats, file sizing).



EDUCATION AND EXPERIENCE

- Bachelor's degree in Graphic Design or Digital Arts preferred.
- At least 5 years' experience working within the field of Graphic Design.
- Experience working with Asana, Google Workspace, Wordpress, and other similar project management and marketing automation platforms.
- Proficiency in Adobe Creative Suite with expertise in Photoshop, Illustrator and InDesign.

PHYSICAL REQUIREMENTS

- Ability to sit at a computer for long periods of time
- Occasionally required to lift up to 50 pounds