



Job title *Graphic Designer*
Reports to *Media Team Leader*

Job purpose

The Graphic Designer is responsible to oversee the design, creation, and edit of all graphic media of CLUB1040.

Remuniation

Our missionary staff volunteers raise financial support to cover salary, benefits and ministry expenses. CLUB1040 can provide training to develop support. Reasonable expense reimbursements are available with prior written authorization.

Responsibilities

The primary job duties and responsibilities of the Graphic Designer are to manage media projects from concept to completion for CLUB1040.

- Participate in CLUB1040 SHAPE Profile and Development program
- Collect, edit, design, and publish graphic projects
- Maintain corporate image, color and graphic standards and continuity through all graphics products
- Identify cost saving processes and means of production and distribution
- Maintain and interdivisional accessible library of media content and 'ready to use' graphics
- Manage the distribution across all channels of video content and track analytics and performance metrics
- Prepare and present oral and written reports as requested on performance metrics for ongoing projects
- Support the Media Team Leader

Qualifications

The ideal candidate for Media Team Leader will possess the following minimum qualifications.

Qualifications include:

- B.A. in a media / design related degree program or 3 years' experience in a media titled job
- Proficient in photo and video editing software, (i.e. Adobe Photoshop, Final Cut Pro, After Effects, etc.)
- Excellent oral and written Communication and Presentation skills
- Ability to manage multiple tasks simultaneous

Working conditions

Media Team Leader will primarily work from home, but on occasion will be needed to attend CLUB1040 office briefings, events and extra local sessions.

Physical requirements

The position necessitates the Media Team Leader to sit for long periods, working in a computing environment.

Direct reports

Responsible to recruit, train and manage media savvy team members to assist in execution of assigned responsibilities.

NOTICE: This posting is for a volunteer missionary position and should not be considered as an offer for full or part time paid employment. In some cases, certain staff volunteers might be considered for employment; however, no such offer is guaranteed by acceptance of a volunteer position nor is it implied.

Approved by: *Divisional Leader, Operations*
Date approved: *June 23, 2016*
Reviewed: *June 23, 2016*