



## Job Description

<b>Title</b>	Graphic Designer and Production	<b>Status</b>	Full Time with Benefits (Exempt) Monday – Friday 8:00am-5:00pm On site – in person position
<b>Department</b>	Ministry Operations	<b>Reports to</b>	Executive Assistant to the Senior Pastor

### POSITION PURPOSE

Responsible for carrying out the overall brand experience through print and digital media while fulfilling the mission “to encourage all people to know the love of Christ.”

### POSITION RESPONSIBILITIES

1. Graphic Design
  - Create print and digital media consistent with Hope Lutheran’s mission, branding, and culture (including, but not limited to resources, graphics, logos, print marketing, etc.) for all ministry areas.
  - Design, update, and maintain marketing and communication materials as requested by ministries and as directed by the Director of Marketing and Communication.
  - Provide new creative designs, layouts, and changes necessary to best promote ministry/events.
  - Design and coordinate the mailing distribution and print production of the newsletter.
  - Stay current with design trends.
  - Assist with app and website content updates and design work as needed.
  - Manage design projects within project management software from request through to completion.
  - Other duties as assigned.
2. Production
  - Print or coordinate printing and ordering of marketing and communication materials for all ministry areas as requested by the Director of Marketing and Communication
  - Manage printer account tracking, user accounts, supplies and maintenance
  - Oversee the bulk mailing process
3. Administration
  - Attend weekly staff meetings.
  - Attend monthly staff trainings.
  - Attend all communication meetings.

### REQUIRED SKILLS AND ABILITIES

- ❖ Committed to the mission and core values of Hope Lutheran
- ❖ Advanced computer skills including familiarity with Adobe Creative Suite, website development tools and other related software
- ❖ Excellent written and verbal communication abilities and attention to detail and accuracy.
- ❖ Self-starter, with willingness to learn and improve and ability to multitask in a deadline intensive environment.
- ❖ Familiarity with and ability to learn and use various communication platforms as needed, (Facebook, Apps, Etc.).

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### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Updated May 2024