



Application Instructions – Graphic Designer

Thank you for your interest in the Graphic Designer position. Please note the following policy in Ebenezer United Methodist Church's Employee Handbook:

STAFF MEMBERS AS CHURCH MEMBERS

All staff members (employees) must be aware that their lifestyle and conduct bear an unavoidable connection to Ebenezer. Therefore, all staff members are expected to conduct themselves in a manner consistent with the mission of Ebenezer and the highest ideals of the Christian lifestyle. While staff members are not required to be members of Ebenezer, they are expected to be active members of a Christian congregation.

If you do not attend Ebenezer Church, please include the congregation in which you are an active member in the reference section of the application.

Please return/send your application packet to the church, which should include the following:

- Your resume
- A completed application
- A cover letter highlighting your interest in serving as the Graphic Designer, noting any relevant work experiences
- Two samples of your work; PDF file preferred

Your application can be submitted in one of three ways:

1. Email your completed packet to bpriest@ebenezerumc.org and indicate "Graphic Designer" in the subject line
2. Mail to B.J. Priest at Ebenezer Church, 161 Embrey Mill Road, Stafford, VA, 22554
3. Deliver to the church office between 9:00AM and 4:00PM Monday-Friday

For questions, please contact B.J. Priest, Executive Director, at the above email address. Thank you.

Ebenezer Church Staff-Parish Relations Committee



Title	Graphic Designer				
Reports to	Communications Director		Direct Reports	N/A	
FLSA Status	Exempt		Exemption Category	Creative Professional	
Salary or Hourly	Salary	Salary Basis	40 hrs/wk	Timesheet Required	No

Organizational Purpose

Provide graphic design for material that promotes Ebenezer Church in order to achieve Ebenezer's mission to transform lives through Jesus Christ as we connect, heal and bring hope to the world.

Essential Functions

- Develop and design graphic materials that promote Ebenezer and the ministries of the church (i.e. signage, brochures, catalogs, newsletters, flyers, direct mail pieces, handouts, bulletins, general church advertising, etc.).
- Assist with the design and maintenance of the church website.
- Support the management of the church's social media channels.
- Collaborate on video and motion graphic projects.
- Support the management of Ebenezer's brand by ensuring branding guidelines are employed in all graphics materials.
- Collaborate with worship leaders to develop message-related sermon series graphics.
- Continue to develop and grow personally and professionally in regards to the Christian faith.

Qualifications, Education or Experience

- Minimum of Associate's degree or post-secondary certification related to graphic design.
- Three to five years' experience in graphics production preferred.
- Knowledge of design techniques, tools, and principles involved in graphics production.
- Experience managing projects or the ability to demonstrate project management skills.
- Sincere commitment to work collaboratively with staff and volunteers.
- Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform via written, oral, and visual media.
- Experience with graphic software, including Adobe creative suite.

Core Competencies

Technical Learning: Picks up on technical things quickly; can learn new skills and knowledge; is good at learning new industry, company, product or technical knowledge—like Internet technology; does well in technical courses and seminars.

Creating the New and Different: Comes up with a lot of new and unique ideas; Can facilitate effective brainstorming; Easily makes connections among previously unrelated notions; Has good judgment about which creative ideas and suggestions will play out successfully in the congregation and/or community; Is good at bringing the creative ideas of others to fruition.

Keeping On Point: Spends his/her time and the time of others on what's important; Can quickly sense what will help or hinder accomplishing a goal; Eliminates roadblocks; Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; Able to make a quick decision.

Time Management: Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.

Drive for Results: Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.

Peer Relationships: Can quickly find common ground and solve problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Can solve problems with peers with a minimum of noise; Is seen as a team player and is cooperative; Easily gains trust and support of peers; Encourages collaboration; Can be candid with peers.