

ST MARTIN'S EPISCOPAL CHURCH

POSITION: Graphic Designer

STATUS: Part-time, Non-Exempt

REPORTING TO: Director of Communications

SUMMARY/OBJECTIVE

The Graphic Designer supports the Church by producing high-quality graphic design for print and digital communications. This role requires a seasoned design professional with strong creative judgment and technical production skills.

This person will work collaboratively with the Publications Manager and Senior Graphic Designer to design and produce in-house publications. The position requires hands-on experience with print production equipment, adherence to established brand standards, and the ability to meet deadlines in a fast-paced, ministry-focused environment.

ESSENTIAL FUNCTIONS

1. To glorify God every day by affirming and valuing the Christian faith as affirmed by the worldwide Anglican Communion which emphasizes the Holy Scriptures as the primary authority and guide for individual faith and practice.
2. Design and produce print and digital materials from concept through completion.
3. Prepare files for both offset and digital printing, ensuring accuracy and print-readiness.
4. Print worship service booklets on a monthly basis or as needed.
5. Assist the Communications team to design, produce, and print worship service booklets and other in-house publications.
6. Attend weekly worship booklet meetings and other departmental meetings as required.
7. Execute hands-on production tasks, including printing, cutting, folding, laminating, and finishing of materials as required.
8. Maintain organized digital and print files and ensure adherence to established brand standards.
9. Manage multiple projects simultaneously while meeting deadlines, particularly during peak seasons and major Church events.
10. Perform related duties as required.

COMPETENCIES

Competencies required of this role:

- Effective verbal and written communication
- Time management and organizational skills
- Strong creative and technical graphic design skills
- Situational adaptability
- Collaborative mindset

INDICATORS OF SUCCESS

Several of the most critical aspects of this role include:

- Consistent delivery of high-quality design work that meets brand and production standards.

- Timely completion of projects with strong attention to detail.
- Effective collaboration with internal teams and external vendors.
- Ability to balance creativity with production constraints and practical execution.
- Dependability, initiative, and sound problem-solving skills.

SUPERVISORY RESPONSIBILITIES

This position has no supervisor responsibilities.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely involves standard office equipment such as computers, printers, copiers, cutters, and laminating machines.

MENTAL & PHYSICAL DEMANDS

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to identify, communicate, detect, and easily remember things. The employee is frequently required to rise, move, ascend/descend stairs, position self, and sit; operate a computer and other office equipment; obtain objects at arm's length distance; and transport up to 30 lbs.

The employee is required to perform under circumstances of emotional stress, such as, but not limited to, stress from work deadlines, employee and parent complaints, noise, distractions, work complexity, competing priorities, and understaffing.

WORK HOURS AND TRAVEL

This is a part-time position with flexible hours. Days and hours of work will be set by leadership. Some deadlines may require availability during peak season, or major events. Attendance at weekly worship booklet meetings is required. No travel is expected for this position.

EDUCATION AND EXPERIENCE

Experience requirements include:

- Minimum of five (5) years of professional graphic design experience.
- Strong production and print experience, including hands-on work with commercial printing and equipment similar to Kinko's/FedEx office machines.
- Proficiency in Adobe Creative Suite (InDesign, Illustrator, and Photoshop.)
- Solid understanding of typography, layout, color theory, and print production.
- Excellent organizational skills and attention to detail.

Additional qualifications:

- Familiarity with church communications, liturgical seasons and ministry-related messaging.
- Experience working within established brand guidelines.
- Basic knowledge of digital marketing and social media design best practices, including developing social media content (graphics and videography).

EEO/AAP

It is the policy and intent of St. Martin's Episcopal Church to provide equal opportunity and employment in its practices.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.