

**Position Title: Graphic Design & Web**

Reports to: Communications Manager

**Role Description:** This person executes design deliverables as assigned and scheduled by the Communications Manager. They consult on organization-wide design to ensure all graphics meet Village standards of excellence. They are also responsible to recruit and manage volunteers, organize vendor relations and ensure delivery of all print media. They will also manage the Village Church website and oversee all web updates.

**Necessary Skills:**

- High Level of Graphic Design skill using Adobe Creative Suite
- Organized to juggle multiple project timelines
- Collaboration and team leadership abilities
- Knowledge of web management and basic coding
- Illustration skills

**Responsibilities:**

- Central design projects as assigned by Communications Manager
- Departmental design projects as assigned by Communications Manager
- Building and leading volunteer designer team
- Collaborating with departments to ensure quality designs to Village standards of excellence
- Manage all vendor relations and execute print projects through to delivery
- Management of and strategy for Village website including SEO and data analytics

**Goals:**

- To achieve a high level of design quality while also meeting deadlines
- To serve the departmental communications needs at the highest level
- To establish a volunteer team of designers who are engaged, serving, developing and producing usable content
- To ensure that print projects are executed efficiently and that resources are well stewarded, through having great vendor relations and managing print timelines
- To have an up to date and engaging website that is easy to navigate, meets Village brand standards and excellence standards and that is easily searchable

**Terms:**

- 40 hours/week, Monday to Friday
- 2 weeks vacation, plus Christmas break
- Full Village benefits package