



# Graphic Designer – Layout Artist, Chicago Suburb, large church

## Oak Brook, IL Non-denominational Christian Church

Christ Church is seeking a highly motivated and talented Graphic Designer to assist in the fulfilling of the mission and vision of the ministry and who has a commitment to Christ and feels called by God. This role will be an instrumental addition to the communications team that supports the efforts of dozens of internal ministry areas and a growing non-denominational congregation with a multi-site vision.

If you are a creative and experienced designer and can produce inspiring design concepts while working proactively in a collaborative, fast paced environment, this may be the job for you.

### **ORGANIZATIONAL OVERVIEW:**

Christ Church of Oak Brook is an intergenerational, non-denominational Christian church with an average weekend attendance of 2,600 people and a membership of more than 5,000. A core group of 75 staff and hundreds of volunteers join together on its 25-acre campus to provide ministries of worship, growth, and service for the western suburbs and beyond.

### **POSITION SUMMARY**

The Graphic Designer will assist Communications & Media Ministry in fulfilling its mission by designing and delivering accurate and timely communication about the church's ministries and activities, both internally to the membership and externally to the community, through various print and digital channels, with a focus on print. This position is heavily focused on layout design, but requires the ability to carry the design through digital platforms as well.

### **THE SUCCESSFUL CANDIDATE**

The candidate must be able to work independently but also work well in a team environment, someone who is a self-starter who has excellent organizational and time management skills, strong listening skills and follow-up skills. Advanced proficiency in Adobe Creative Suite including InDesign, PhotoShop, and Illustrator, as well as Propresenter and/or Power Point are a must. The preferred candidate will have had a similar position within a Church environment.

**HOURS:** Full-time 8:30 – 5:00 Monday through Friday. The ideal candidate will welcome the opportunity to worship, grow, and serve within the Christ Church of Oak Brook Community.

**BENEFITS:** Two (2) weeks paid vacation, sick days, personal days after one year of employment; healthcare benefits include medical, dental, short/long term disability, life insurance, matching 401k plan.

**HRIING SALARY:** Starting salary between \$47,500 - \$50,000 commensurate with experience.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The position's duties and responsibilities include, but are not limited to:

- Manage the creation & execution of Sermon Series artwork design including but not limited to: sermon slides (lower thirds, left thirds), title slides, worship slides, motion graphics, digital signage, website promotion, social media promotion, and more.
- Create the presentation of sermon slides for Saturday or Sunday Worship; display the predetermined scriptures, quotes, and points into a uniform and consistent manner, select the background that serve the message and/or add a graphic that is consistent across every slide.

- Design layouts and specific placements of images, text, color scheme and styles to ensure the message is conveyed, edits/revisions are accomplished, from conception through completion of prepped files for print or online
- Design supporting ministry materials such as brochures, banners, advertisements, website graphics, social media graphics, printed booklets, bulletin layout, printed flyers, business cards, nameplates, building signage and more.
- Execute print/digital designs in an efficient manner, managing multiple projects and deadlines simultaneously
- Maintain the brand of Christ Church by creating corporate communications that fit within the visual identity and provided brand style guide.
- Collaborate with other outside designers and equip them with the correct brand and project files.
- Prep files and package projects for delivery to vendors
- Facilitate proof approvals and check for product quality and accuracy.
- Produce and design in a wide range of styles internal print jobs from concept to completion, including but not limited to printing, cutting, and delivering
- Manage Communications & Media Ministry production equipment.
- Works collaboratively with the communication team and church wide ministries to ensure design, print and digital needs consistently communicates to target audiences and aligns with the mission and purpose of the Church.

#### **ADDITIONAL QUALIFICATIONS DESIRED:**

- Proficient in Adobe Creative Suite including **InDesign, Photoshop, & Illustrator** and Microsoft Office programs (power point, word etc). Knowledge of **ProPresenter** a plus.
- Ability to multi-task with time management skills that work well under tight deadlines
- Extremely strong graphic, typography, hierarchy, and print design skills.
- A passion to reach people for Christ, using high quality communications to reach those in our community and around the globe with the life-changing love of Jesus Christ.
- A strong portfolio that showcases quality print and digital work.

#### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree in graphic design or related field
- Minimum of 3 – 5 years of proven graphic design experience
- Experience in a large church or non-profit organization a plus.

#### **ADDITIONAL QUALIFICATIONS DESIRED:**

- Proficient in Adobe Creative Suite including InDesign, Photoshop, & Illustrator and Microsoft Office programs (power point, word etc). Knowledge of ProPresenter a plus.
- Ability to multi-task with time management skills that work well under tight deadlines
- A passion to reach people for Christ, using high quality communications to reach those in our community and around the globe with the life-changing love of Jesus Christ.
- Extremely strong graphic, typography, hierarchy, and print design skills.
- A strong portfolio that showcases quality print and digital work.

#### **TO APPLY:**

Interested candidates can apply by submitting **cover letter, resume, and a link to your online portfolio** to [ccobemployment@gmail.com](mailto:ccobemployment@gmail.com). Due to the volume of inquiries and applicants, we are not able to respond to every application or resume we receive. We will be in contact with you if we are interested in pursuing your application of employment. Thank you for your understanding.

**A pre-employment background check is required**

Christ Church of Oak Brook is an Equal Opportunity Employer