



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: February 12, 2019

Closing Date: Until Filled

Position Title: Graphic Designer

Department/Division: Communications

Job Type: Regular Full-Time, Exempt

Location: 7557 Rambler Road, Suite 1200, Dallas, TX 75231

BASIC FUNCTION: Concept and design visual solutions for Texas Baptists and its ministries.

Position description/objective: *NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

- *1. **Creative:** Work with in-house creative team (and out-of-house contractors) to concept and design visual solutions for the corporate Texas Baptists brand, its ministries, and related entities.
- *2. **Brand:** Work closely with the Art Director to ensure consistent and appropriate brand messaging through Texas Baptists communications and customer touch points.
- *3. **Consultation:** Meet with Marketing Consultants, creative team members, and Texas Baptists ministry teams to provide design consultation.
- *4. **Training:** Attend training and continuing education courses to stay current with new trends in design, marketing, branding, and communications. Participate in all required meetings and training.
- *5. **Hospitality:** Establish and sustain working relationships with staff and internal and external constituents as appropriate.
- *6. **Compliance:** Maintain compliance with Texas Baptists policies and procedures and compliance with all state and federal laws and regulatory requirements.
- *7. **Coordination:** Promptly answer the phone, take messages, respond to emails, and perform other duties as needed.

*Task which is considered to be an essential and primary function of the job.

Graphic Designer

Required skills and experience: *NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

1. In-depth understanding of a comprehensive field of knowledge, generally acquired through graphic design/communications/marketing bachelor's degree or equivalent four years minimum proven work experience in field.
2. Active membership in a church supportive of the BGCT during employment.
3. Proficient working knowledge and ability to use various design software including but not limited to Adobe InDesign, Illustrator and Photoshop.
4. Growing knowledge of best practices and trends of marketing communication and branding and design.
5. Ability to manage time, budget, and resources effectively.
6. Ability to properly evaluate the effectiveness of design and marketing communication tactics.
7. Ability to properly counsel Texas Baptists employees on best marketing practices to employ to achieve desired results.
8. Broad knowledge of communication channels including print, web, television, video, radio and mail.
9. Proficient client management skills.
10. Proficient ability to speak, read and write English.
11. Ability to speak clearly and make self-understood in face to face interactions; to articulate with accuracy on the telephone.
12. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
13. Ability to concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continuous basis.
14. Ability to understand and relate to the theories behind several related concepts; ability to remember verbal and written tasks/assignments from a few hours to long periods of time.
15. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
16. Professionalism in the workplace to include professional and accurate communication with others.
17. Commitment to Christian principles and teachings both professionally and personally required.
18. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Publisher, Microsoft Access, Microsoft Excel, Microsoft Outlook email, and Internet skills.
19. Ability to grasp, push, pull, carry or otherwise manipulate objects; ability to perform tasks requiring action of muscles or groups of muscles and foot and/or hand-eye coordination.
20. Ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects.

CONTACT: **Human Resources**
 Phone 214-828-5168
 Fax 214-887-5455
 Email hr@texasbaptists.org

Texas Baptists is an Equal Opportunity Employer.

Graphic Designer