

POSITION: Print Production Artist / Graphic Designer – Part Time / Contract

RESPONSIBILITIES

- Weekly production of service bulletins, collateral, signage and other projects as assigned.

REPORTS TO

The Director of Marketing Communications

REQUIRED COMPETENCIES, KNOWLEDGE, AND SKILLS

- Strong working knowledge of InDesign, Microsoft Word, Photoshop, Acrobat Pro
- Some experience with digital platforms such as Wordpress, Constant Contact, social media.
- Ability to operate office machinery such as production copier, laminator.
- Basic digital photography skills.
- Organized and able to manage multiple projects at once.
- Ability to work positively in a fast-paced team environment.

REQUIRED PROFESSIONAL EXPERIENCE

- BA in Graphic Design or equivalent work experience.
- Experience in fast paced graphic production environment such as a publication or print shop.

COMPENSATION

Compensation and benefits commensurate with experience.

HOURS

It's anticipated that this role will require approximately 20-25 hours per week.

Interested candidates should provide a cover letter, link to an online portfolio with print design samples, and resume to Executive Assistant, Dedra Torelli at dtorelli@christepiscopalchurch.org.