

SOUTHERN UNION CONFERENCE

Job Description



Job Title: Graphic & Web Designer	Type Of Position:	Hours Per Week _____
Location: 302 Research Dr., Norcross, GA 30092	Full Time <u> X </u>	
Department: Communication	Part Time _____	Exempt <u> X </u>
Reports To: Director of Communications	Intern _____	Nonexempt _____

POSITION SUMMARY:

The Graphic/Web Designer is responsible for the design, production, and maintenance of the Southern Union, Church identification Program, and *Southern Tidings* websites; and for designing promotional materials, exhibit booths, and publications in English and Spanish.

SCOPE OF RESPONSIBILITY:

- Design promotional pieces and publications in English and Spanish.
- Design exhibit booths, banners and new websites as needed.
- Manage the Southern Union and *Southern Tidings* websites.
- Provide technical support to staff regarding the Southern Union website.
- Serve as liaison between Southern Union and Adventist Church Connect.
- Manage print bidding.
- Design the *Southern Tidings*.
- Other related duties as assigned by the director to meet the ongoing needs of the department and organization.

RECOMMENDED EDUCATION/EXPERIENCE:

- Bachelors (BA/BS) degree in design or communication.
- Two years' experience in design and marketing is desired.

KNOWLEDGE AND SKILL:

Well developed knowledge of principles, policies and beliefs of the Southern Union Conference and the Seventh-day Adventist Church. Must exhibit extensive initiative; often working with minimal supervision. Adaptable and able to evaluate priorities. Ability to perform secretarial and support duties with speed and accuracy without constant supervision. Must be creative in writing letters and in the handling of office affairs, both regular and special. Requires well developed knowledge of church employment policies and practices.

Knowledge of up-to-date office procedures such as filing, telephone techniques, office equipment, and English usage (spelling, grammar, punctuation, etc.). Position requires keyboard speed with high accuracy. Must be able to facilitate good communications among departmental staff, other departments and outside personnel.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS:

Contact with many people, both internally and externally. Contact with all persons having business with director, whether by telephone, correspondence or personal contact. Must have both a pleasant personality as well as good telephone manners. Must possess the ability to deal tactfully and effectively with internal and external personnel on a daily basis. Must be able to effectively handle confidential information/situations at all times and maintain high degree of loyalty and support for director, department, Southern Union Conference and Seventh-day Adventist Church.

PHYSICAL REQUIREMENTS:

Must be able to read, speak, and hear in the English language. Multi-lingual a plus. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Standard work hours, as defined in the Southern Union Conference Employee Handbook, are required. Overtime is rarely required and never permitted without departmental director's/Treasurers approval.

WORKING CONDITIONS:

Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Position does not require travel, either local or out of the area. Any request for travel must have departmental director's/Treasurers prior approval.