



## **Job Description: Part-Time Graphic Designer**

### **Position Overview**

Fox Valley Church is seeking a passionate and creative part-time Graphic Designer to join our communications team. This role is designed to strengthen our church's event promotion, community engagement, digital presence, and create compelling content that reflects our church's mission and values.

### **Key Responsibilities**

1. Design and produce weekly sermon slides and church-wide visual materials
2. Capture and edit photography for church events and ministries
3. Manage and maintain design and content on the app and website
4. Create cohesive visual branding across all church communications
5. Document and share spiritual transformation through visual storytelling

### **Required Qualifications**

- Active Christian faith in alignment with Fox Valley Church's doctrine and values (preferably a member or regular attender of Fox Valley Church)
- 2+ years of graphic design experience
- Proficiency in Adobe Creative Suite
- Photography skills with an eye to capture compelling visual content reflective of Fox Valley's DNA
- Portfolio demonstrating design and visual storytelling capabilities

## **Bonus Skills & Experience**

- Proficiency in Canva
- Experience with Planning Center, or willingness and ability to learn app maintenance in Planning Center
- Video production and editing skills
- Social media content creation and management skills
- Ability to manage and maintain Fox Valley's YouTube account

## **Position Details**

- Hours: 15-20 hours per week, depending on skills
- Location: Hybrid (combination of on-site and remote work from home available)
- Reports to: Communication Director
- Compensation: Based on experience
- Benefits:
  - Disability insurance and life insurance are available at the employee's expense. Enrollment is during the open enrollment period from September 15 to November 1.
  - After 6 months of employment, part-time employees are eligible for vacation time of 1 paid week of the employee's average work hours and 2 paid personal days during year one.

## **To Apply**

Submit the following to Leslee Baron at [baron.l@foxvalleychurch.org](mailto:baron.l@foxvalleychurch.org) :

- Resume
- Portfolio featuring graphic design, photography, and video work (if applicable)
- Brief statement of faith
- Two professional references and one personal reference