

GRAPHIC/WEB DESIGNER

Full-time (40 hours per week), in-person, on-site position

Big Valley Grace Community Church worships every weekend in multi-generational gatherings, connects in authentic community, grows in obedience to God's Word, serves others with our God-given talents, and reaches local and global communities with the love of Jesus.

THE POSITION

The Graphic/Web Designer is responsible for designing multiple graphic elements weekly. Creativity, a good eye for design, and great attention to detail are essential. Must have a strong work ethic and the ability to prioritize projects and meet deadlines in a fast-paced environment. Excellent verbal and written communication are required. Exceptional multitasking, organizational, and time management abilities are critical to this role. The successful candidate will have a positive attitude, receive constructive criticism well, and be able to work both independently and on a team.

RESPONSIBILITIES

Reports to the Marketing & Communications Manager. Responsibilities include the following:

- Design teaching series and event artwork, web banners and other digital assets
- Design, build and edit webpages in WordPress
- Maintain BVG mobile app
- Follow brand guidelines and work with ministry leaders to create visually appealing digital and print materials for BVG campuses and ministries
- Collaborate to develop appropriate messaging for various media
- Use Constant Contact to create weekly email campaigns
- Work closely with and possibly supervise Print & Mail Room Coordinator
- Recruit, develop, and oversee volunteers
- Attend and contribute input during department and other required meetings
- Cross train in photography, videography, and more, to occasionally back up teammates

REQUIREMENTS

- Proficiency in Adobe Creative Suite and Microsoft Office
- Experience designing and editing webpages using WordPress and other page building programs; basic knowledge of HTML and SEO strategies a plus
- Familiar with social media platforms
- Experience with Constant Contact, MailChimp or similar mass email platform
- Experience with EZTexting.com or similar text-based marketing platform
- Degree in graphic design or related discipline or equal professional experience
- One to two years marketing experience, marketing email experience, or related general business communications, marketing, advertising experience in a business environment

OTHER EXPECTATIONS

- BVGCC membership and personal relationship with Christ
- Exhibit professionalism, conscientious work ethic, and ability to work in a variety of settings and circumstances with composure and flexibility
- Maintain confidentiality and anonymity, as appropriate

APPLICATION PROCEDURES

Screening for this position will begin immediately. Applicants should:

- download and complete an [employment application](#)
- complete a [Culture Index Survey](#)
- provide a link to your portfolio
- e-mail a PDF resume to: MCHR@bvg.org

For further information, please contact Wendy Jones at 209-571-4393.

Applicants will be subject to credit and reference checks and may need to provide a recent DMV printout.