

CrossRoads Missions

Storytellers Team Member – Graphic Designer

Position Title: Graphic Designer

Classification: Full-Time

Reporting Relationships

Position Reports to: Lead Storyteller

Positions Supervised: Project participants, graphic design interns and volunteers

Position Purpose

Take the lead in designing the look and feel of Storytellers projects. This would entail assisting short-term missions participants in designing brochures, posters, banners, roll-ups, magazine and book layouts and graphics for video and DVDs. The graphic designer would also teach graphic design in a workshop type format for participants, as well as lead devotions and small-group Bible studies while on the field. This would often involve travel to ministry sites in the United States and internationally. A portfolio must be submitted at time of application.

Essential Functions and Basic Duties

- 1. Design Media for Storytellers Projects and CrossRoads Missions**
 - a) Create templates for various media. (Brochures, Banners, etc.)
 - b) Oversee participants as they create these media.
- 2. Lead Workshop Sessions in Graphic Design**
 - a) Give presentations to participants about theory and effective use of graphic design.
 - b) Give advice and guidance to participants in creating projects.
 - c) Ensure quality and timely completion of projects.
- 3. Work with churches and/or ministries to ensure media will fit their needs.**
- 4. Lead devotional times and small-group Bible studies while on the field and during Storytellers projects.**
- 5. Communicating the Purpose and Ministry of CrossRoads**
 - a) Be well versed in the history, accomplishments, various field offerings, needs and future plans of the ministry, so that this

information can be effortlessly communicated.

6. Work with printers and publishers to ensure accuracy and quality of printed media

Performance Measurements

1. Completion of quality media projects.
 2. Completion of workshop type sessions.
 3. Completion of leading devotional times and small-group Bible studies.
 4. Provided an encouraging, service minded and worshipful environment in which to serve.
 5. Projects are progressing at an acceptable rate.
 6. Timeframes for projects are being adhered to.
 7. Good communication with the Financial Director, Development team and the Lead Storyteller.
 8. Lead Storyteller has been adequately informed of project progress and hurdles.
 9. Responsibilities and duties have been carried out in accordance with policies and procedures.
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Qualifications

Education/Certification: College Graduate or Equivalent

Required Knowledge: Working knowledge of Scripture and comfortable with sharing ones faith
Must be capable of instructing others
Working knowledge of Macintosh computers and operating system
Comfortable with working with Adobe Suite of design software
Working knowledge of different printing processes, including sheetfed, web, silkscreen, wide format, and web and how to design differently for them

Experience Required: Three years of professional graphic design experience or equivalent education.

Skills/Abilities: Graphic design
Attentive to detail and accurate
Well organized

Cooperative and willing to assist and train others

Physical Activities and Requirements of This Position

- Finger dexterity:** Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.
- Talking:** Applicant must be able to effectively communicate the mission and purpose of CrossRoads. Applicant must be able to effectively communicate where one must convey detailed or important instructions or ideas accurately, loudly, or quickly. Applicant must be able to effectively instruct participants in graphic design theory and use.
- Average hearing:** Able to hear average or normal conversations and receive ordinary information.
- Average visual abilities:** Average, ordinary visual acuity necessary to prepare or inspect documents or products.
- Physical strength:** Physically challenging work. Field located most of the time. Must be able to lift and move heavy objects especially while traveling.
- Working conditions:** Both in and outdoor working environments. Possible extensive travel.
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Mental activities and requirements of this position

- Reasoning ability:** Must be able to apply logical or scientific thinking to a wide range of intellectual and practical problems. Applicant must be able to deal with very difficult concepts and complex variables.
- Mathematics ability:** Ability to perform basic math, able to do measurement conversions in multimedia projects.

Language ability: Ability to read and comprehend at a collegiate level. Must be able to communicate effectively with others, and should be patient with individuals with a different language background.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.