



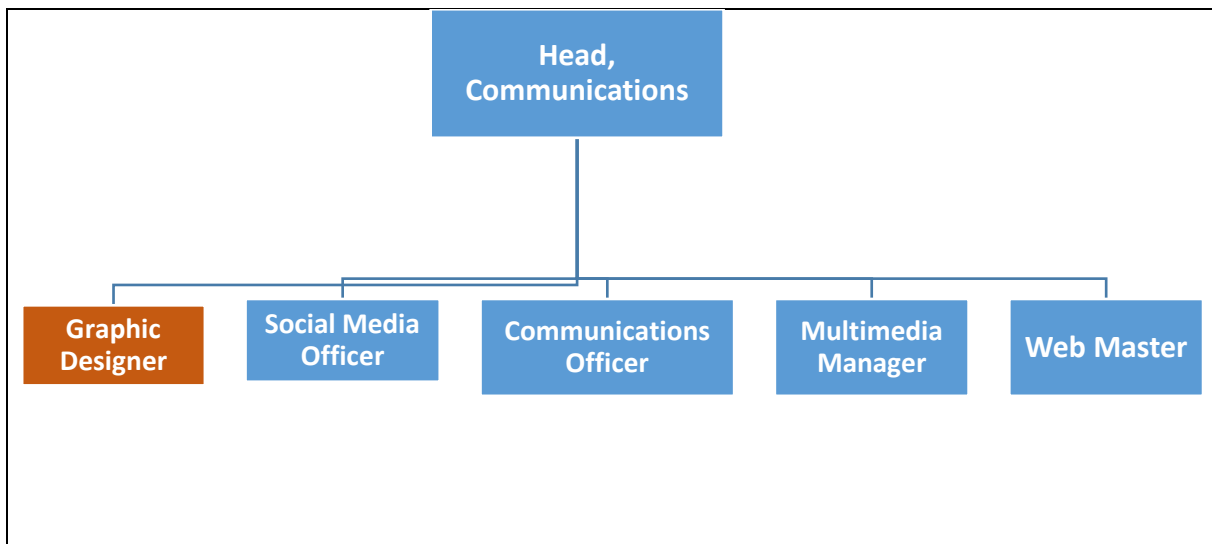
JOB DESCRIPTION

Job Title:	Graphic Designer	Department/Group:	Communications
Reporting To:	Head, Communications	Position Type:	Full time

1. Job Objective

This role is responsible for meeting the visual communication needs of the organization. This process starts from conceptualization to execution to sign off.

2. Organization Chart



3. Key Deliverables

Expected End Results ("WHAT") Key Result Areas	Supporting Activities ("HOW")
Thematic Design (logos and branding) for monthly series.	<ul style="list-style-type: none"> • Get design brief from stakeholders. • Conceptualization and development of design • Share with Supervisor and stakeholders • Get design approval • Execute production (sending to relevant stakeholders for utilization)
Designs For Print Media (fliers, invite cards, bookmarks, notepads etc), social media(service invites, quotes, social media banners), Out-door advertising (billboard, banners etc) for services, conferences and other avenues as requested.	<ul style="list-style-type: none"> • Get design brief from stakeholders. • Conceptualization and development of design • Share with Supervisor and stakeholders • Get design approval • Execute production (sending to vendor for production) • Handing over to stakeholders for use/distribution



Publications Design (unit newsletters, elev8 magazine, Family matters)	<ul style="list-style-type: none"> • Get design brief from stakeholders. • Conceptualization and development of design • Share with Supervisor and stakeholders • Get design approval • Execute production (sending to vendor for production) • Handing over to stakeholders for use
Third Party Design Support For Other Departments (designs for video announcement, resource unit etc)	<ul style="list-style-type: none"> • Get design brief from stakeholders. • Conceptualization and development of design • Share with Supervisor and stakeholders • Get design approval • Handing over to stakeholders for use
Production of Message Slides for Service (Sunday and midweek)	<ul style="list-style-type: none"> • Get sermon notes from Supervisor • Conceptualization and development of slides • Send to supervisor for approval and corrections • Send final version to Supervisor.
Vendor Relationship Management	Work with the Procurement department to ensure the following: <ul style="list-style-type: none"> • Call/email of vendors for update on the progress of the design projects • Liaison with vendor to ensure timely delivery • Quotes request for services as required • Quality control for merchandise, print media and other deliverables.

These key deliverables cover the 3 expressions of The Elevation Church (The Elevation Island Church, The Elevation Mainland Church and The LifePointe Church).

4. Skills & Knowledge

Knowledge, Skills and Behavior required to succeed in Role	
Educational Qualifications & Functional / Technical Skills	<ul style="list-style-type: none"> • A Degree in fine art, graphic design, communication design, 3D design, illustration or visual art • A design, printing techniques or art expression course will be a good foundation.
Relevant Experience (Type of experience and minimum number of years)	<ul style="list-style-type: none"> • Previous work in an advertising agency, visual communications or graphics design department of any organization or freelance experience • A strong design portfolio spanning 2 years ranging from digital media design to print.
Attitude and Behavioral Traits	<ul style="list-style-type: none"> • Ability to receive and efficiently process information as regards design needs. • A creative mindset • A good command of the English language • An eye for details and colour combinations. • Should accept feedback and criticism graciously • Efficient time management • Desire for learning, improvement and self-development



Software Competencies	Should be proficient in the use of <ul style="list-style-type: none">• Adobe Photoshop• Adobe Illustrator• Adobe InDesign• CorelDraw• Microsoft Powerpoint
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