

JOB DESCRIPTION:
Graphic & Web Designer

POSITION SUMMARY:

The Graphic & Web Designer manages the organization's visual and digital presence across print and online platforms. This role creates and refines marketing materials, manages website updates and improvements, and ensures brand consistency throughout all communications. With responsibility for both the strength of the brand and the performance of the website, the Graphic & Web Designer plays a key role in how the organization is seen and experienced.

Reports to: Life Services Development Director

Employee Status: Part-Time (20-24 hours per week)

Compensation: DOE (discuss with ED)

A. BASIC REQUIREMENTS of all Life Services employees:

1. Demonstrate a firm commitment to Jesus Christ as personal Lord and Savior.
2. Cultivate intimacy with Jesus Christ through consistent devotions, prayer and/or Bible study.
3. Demonstrate the ability to model the love of Jesus Christ to all clients, staff and ministry partners.
4. Champion the intrinsic value of every human life.
5. Maintain faithful attendance in a local church/community.
6. Be in full agreement with the LIFE SERVICES Mission Statement, CORE Values, Statements of Faith & Statements of Principle & Leadership Standards.
7. Possess knowledge of Scripture, especially as it pertains to the sanctity of human life, forgiveness, and salvation.

8. Pursue competence & excellence in all areas of work life.
9. Be dependable, stable, and committed to respect confidentiality.
10. Be committed to teamwork that builds healthy and authentic relationships.
11. Serve with humility.
12. Be committed to pray for and with Life Services' clients, staff & donors.
13. Attend Life Services current orientations and applicable trainings.
14. Attend Life Services staff meetings as deemed necessary by the Executive Director.
15. Complete a criminal history check and check of central registry for child abuse..
16. Possesses a current driver's license and automobile insurance, which includes medical and liability coverage.

B. PRIMARY QUALIFICATIONS:

1. 2+ years experience in both print and digital design.
2. 2+ years experience in website maintenance and editing.
3. Grasp of branding and its role in an organization.
4. Proficient with Google Suite or equivalent programs as well as design programs such as Illustrator, Photoshop, InDesign, Canva, Figma, or equivalent.
5. Excellent communication skills including in-person, phone, and email.
6. Experience with HubSpot CMS preferred.
7. Basic knowledge of HTML/CSS for web preferred.

C. DUTIES OF THE GRAPHIC AND WEB DESIGNER:

1. Designs all organizational print and digital material; updating and reprinting when needed.
2. Performs in-depth research and design projects for ED & DD relating to demographics, branding, and internal or external communications.
3. In conjunction with the Outreach Coordinator, implements branding for demographic-appropriate swag for Life Services.
4. Coordinates, designs, and implements all details for print and digital newsletters.
5. Contributes to the growth and maintenance of social media platforms.
6. Implements and enforces consistent branding and messaging segmented for all internal and external communications per the appropriate audience.
7. Monitors site performance and user experience and recommends improvements.
8. Design and website support for events, campaigns, and donor communications.
9. Perform other duties under the direction of the DD or ED as deemed necessary.

Employee Initials _____ Supervisor Initials _____ Date _____

Updated by James Bishop, Development Director 09/22/2025