



## Lead Designer

### Job Description

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The Lead Designer is responsible for moving the media and design presence forward at Shadow Hills Church. He/she will be expected to design and keep updated websites for all church ministries. He/she will be responsible for creating videos for all church-wide events and attending/participating in all weekend services and church-wide events. The Lead Designer will be available for any other projects deemed appropriate and offer his/her time, skills, and gifts as they apply toward the ongoing welfare and edification of the Body of Christ at Shadow Hills Church.

### General Responsibilities

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The position of the Lead Designer is Full-Time. He/she serves the entire church team but reports directly to the Communications Director.

### Key Tasks and Responsibilities

- Strategize and create printed and digital assets.
- Design and keep the websites updated with new and relevant content for all church ministries.
- Provide vision and set the overall tone for church social media accounts.
- Responsible for continuing to build and implement the Shadow Hills Church brand.
- Coordinate photography for all church ministries.
- Facilitate all video productions, which includes videos for social media, special events, and any supplemental productions for the weekend services.
- Engage and explore social media trends and platforms, evaluating how new technology can be leveraged to help tell the story of Shadow Hills Church.
- Develop and train volunteers to help accomplish the above tasks.

### Minimum Requirements

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#### Spiritual and Personal

- Maintain a life of personal and spiritual development and accountability
- Refrain from any social or private behavior considered or interpreted as unbecoming of a devoted follower of Christ. This includes personal social media presence.

**Professional**

- Minimum of two (2) years of Media Experience and a bachelor’s degree, preferably in the field of Graphic Design/Marketing.
- Excellent communication and interpersonal skills.
- Ability to multi-task and finish tasks in a timely manner in a fast-paced environment.
- Passion for Serving the Church.

*Note: Nothing in this job description restricts managements right to assign or reassign duties and responsibilities to this job at any time.*

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Lead Designer

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Date

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Communications Director

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Date