



Job Description

Position Title: Graphic Designer
Reports To: Marketing and Communications Director
Campus: District
Classification: Staff
Status: Full-time, Hourly

Position Summary

Gilbert Christian Schools is looking for an organized and creative graphic designer to work with our Marketing and Communications team to create print and digital visual concepts that inspire and inform the GCS community. This includes graphics for internal/external communications, events, and social media. Key to this is staying up to date with industry trends and tools that will make projects more engaging and effective. To be successful in this role, you must be an initiative-taker and able to work creatively in a fast-paced work environment. At the heart of this job is the clear skill in fundamentals of design and a desire to promote what God is doing through Gilbert Christian Schools.

Job Responsibilities

- Create a wide range of print materials for school publications and events (flyers, logos, business cards, programs, stickers, signage, etc.)
- Create a wide range of digital graphics (social media, slide templates, web, photo, etc.)
- Work with students and staff to design t-shirts
- Provide consistent support to all four GCS campuses and our district office
- Work as part of the Marketing & Communications Team and District Staff
- Stay current with industry trends
- Attend and capture content at GCS events when necessary
- Other duties as assigned

Position & Education Requirements

- Must have a highschool diploma or GED
- Fingerprint Clearance Card
- Valid AZ driver's license
- Successful completion of background check



Knowledge, Skills and Experience Required

- Two + years of graphic design or related experience preferred
- Proficient with Adobe Creative Suite (Illustrator, InDesign, Photoshop, Lightroom)
- Creative and artistic ability
- Can wear multiple creative hats
- Excellent time-management skills
- Able to give and receive constructive criticism
- Compelling portfolio with a wide range of work
- Passion to bring quality Christian education to as many families as possible

Personal Qualities

- Growing in his or her personal relationship with Christ
- Must align with the vision and values of Gilbert Christian Schools and the [Statement of Faith](#).
- Adhere to and encompass the qualities and characteristics required of Gilbert Christian Schools, students, employees, defined by the Employee Handbook.

Physical Requirements

While performing the duties of this job, the employee is occasionally required to stand, sit, walk; use hands to finger handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift or move up to *twenty-five pounds*. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

I understand this job description and that performance evaluation(s) will be based upon it.

Print Name

Signature

Date