



GRAPHIC DESIGNER & SOCIAL MEDIA CONTENT CREATOR

Department: Communications

Reports To: Strategic Director of Communications

Hours/Week: 40 hours/week

FLSA Status: Non-Exempt

Schedule: Sunday–Thursday, some evenings and weekends

Job Class: Specialist

Benefit Eligibility: Full-time benefited

Location: UPC Main Campus

Pay Range: \$55,000 to \$65,000

SUMMARY

The UPC mission is: We are a family of communities joining Jesus to transform our lives and the lives of neighbors at the University of Washington, in our neighborhoods, and all around the world.

Responsible for managing projects from concept-to-production. Produces omni-channel assets (both print and digital). The Graphic Designer works collaboratively with the Strategic Director of Communications, and partners.

This role will also oversee the activity for our core UPC social channel and provide partnership and oversight for ministry channels.

RESPONSIBILITIES

- Attends department and UPC staff meetings: Devotions, Lunch, TouchPoint, etc.
- Participates in corporate worship at UPC. Be a welcoming presence:
 - Greet guests and make introductions to members.
 - Actively engage in hospitality.
- Design development for top-line campaigns and promotions from concept-to-production.
- Build templates and graphical elements that provide ministry teams with long-range assets that improve ministry team initiatives.
- Create and post social media content consistent with UPC’s mission and vision.
- Works with Project Manager to develop social media calendar.

- Provide oversight and support for social media efforts across ministry team channels.
- Work closely with our Strategic Director to ensure overall brand consistency.
- Design and maintain visual elements.
- Other duties as assigned.

QUALIFICATIONS

- Deep and growing faith in Jesus Christ and a theology consistent with the mission of UPC. Has read and understood the [Essential Tenets](#) and agreed to support them in the work they do at UPC.
- Possesses visual design skills and excellent aesthetic judgment in different mediums, with sensitivity to UPC culture and feel.
- Social communication skills. The ability to assert good judgment, understand social environments, and deliver content that could minister a broad audience. And the willingness to be present at designated church events to capture content.
- Familiarity with social media apps; Facebook, Instagram, Twitter, LinkedIn. As well as an understanding of Meta Business.
- Expertise in design programs; Photoshop, Adobe Creative apps, and Illustrator.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams).
- Creative, client-service oriented, flexible, and funny (Yes, sense of humor required).
- Strong organizational skills, ability to manage multiple projects, comfortable meeting deadlines, and ability to deliver good work under time constraints/pressure.
- Cross-cultural competency and awareness.
- Experience with website content management systems such as Elementor (WordPress).
- Familiarity with church or non-profit environments, preferred.
- Forward thinking and ahead of trends, preferred.
- A diverse design portfolio of both print and web samples.

PHYSICAL REQUIREMENTS

- Physical ability to walk stairs, work on feet or sit for extended time, and lift 20 pounds.
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

- This job regularly requires ability to sit, use hands to handle or feel, and talk and hear.
- Energy and enthusiasm for a varied work schedule (some late nights/early mornings), including Sundays.

OTHER

Position required to be on-site Sundays from 7am – 1pm.

TO APPLY

Please complete an [application for employment](#).