



Terri Savelle Foy
MINISTRIES

GRAPHIC DESIGNER JOB DESCRIPTION

Regular Office Hours: 8:00 AM to 4:30 PM
Position filled: Open

Position: Full-time salaried
Location: On site – Rockwall, TX

Responsibilities:

1. Create designs, layouts and graphics for digital and physical needs.
2. Create social media graphics and post as needed
3. Layout and design books and booklets
4. Design and order all promotional materials for conferences
5. Design, layout and order letters and envelopes
6. Communicate with printers and vendors
7. Create PDF downloads for weekly podcast
8. Update website posts/content
9. As a TSFM team member, participates in the success of TSFM's outreaches/events including, but not limited to:
NEXT Conference – January
RDC Vision meeting – January
ICING Women's Events

General Requirements:

- High school diploma
- Two years applicable working experience
- Design and creative ability that matches TSFM style and standards
- Excellent verbal and written communication skills
- Highly self-motivated
- Detail-oriented and able to handle multiple priorities
- Able to work overtime on an "as needed" basis
- Working knowledge of Wordpress
- Highly efficient in Adobe Creative Suite's InDesign, Photoshop and Illustrator
- Possess a "can do" and "whatever it takes" attitude
- Provides solutions
- Consistent learner
- Born-again believer, filled with the Holy Spirit and must adhere to the doctrines of this organization as upheld by Terri Savelle Foy and her appointed representatives

Compensation

- \$30,000 to \$50,000 annually, depending on qualifications and experience
- Health coverage provided after 60 days of employment

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts and working conditions associated with this position. It does, however, reflect the principal job elements of this position. This job description does not constitute a contract for employment.