

Title:	Interim Graphic Designer
Reports To:	Interim Director of Communications
Status:	Temporary, Part-time (20-25 hours/week), Non-exempt
Employment Dates:	This interim role is intended to provide graphic design coverage while we complete a structure review and hiring search. Employment begins as soon as early May 2021 and would last approximately 2-3 months (with potential for more or less dependent on the timing of the overall structure review/hiring process).
Value to the Team:	Your sweet spot is visual communication. As an integral member of our team, you create and maintain graphics and visuals for Blackhawk Church.

Responsibilities

➤ **Graphic Design**

- Print and digital (e.g., weekly venue slides, web slides).
- Branding (e.g., sermon series logos, BKids Online).
- Social media graphics.
- Signage.

➤ **Organization**

- Compile and maintain all records, digital files, and print materials produced.
- Work with offsite printer (e.g., get quotes, do press-checks).
- Oversee and assign tasks to volunteers on graphic design projects.

➤ **Teamwork**

- Participate as a member of the Communication Team.
- Other duties as assigned.

Qualifications & Skills

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk Church

A portfolio demonstrating strong skills in graphic design: branding, print, typography, and web visuals

Working knowledge of Adobe Creative Suite 6 (specifically: Illustrator, InDesign, Photoshop & Acrobat)

Microsoft Office Suite (specifically PowerPoint and Word)

Ability to work with a team to develop strategic design and other media components

Ability to produce good/relevant design within limited timeframes

Strong organizational and project management skills

Teachable attitude, exhibiting a spirit of joy and helpfulness

Strong work ethic, initiative, and follow-through

Illustration ability not required (but is encouraged)

Photography and working knowledge of DSLR not required (but is encouraged)

About Working at Blackhawk

At Blackhawk Church, we want to build a loving community that follows Christ in order to reach a community that is lost without Him. On Blackhawk staff, we consider it an honor and privilege to take part in this mission.

Our staffing philosophy is simple: connect people to roles they'll thrive in. Our hope is to – as much as is feasible – ensure people's skill, experience and passion align with their role so that they're not just doing the job but thriving in it. Our staff culture values collaboration, coaching/development, humble service and healthy relationships. Our team works really hard, and we have fun doing it. Lastly, we aim to provide a competitive benefit package, and we offer flexibility in schedule when possible and practical.

We are an Equal Opportunity employer committed to growing a diverse staff. We don't just accept ethnic and cultural difference – we celebrate it, we support it and we believe it's what God envisions.

To apply, visit www.blackhawkchurch.org/jobs.