



GRAPHIC DESIGNER AND WEB EDITOR

Full-time, Temporary Position (6 months)

Hello! We are Centre Street Church, committed to making an impact peoples life's, our communities and in the world. How do we do that? By leading people to Jesus and helping them become fully devoted followers of Christ. That's the driving purpose behind everything we do.

Though we are a large church, at our core we are a network of small communities. These small communities function as extended families that support and challenge one another through discipleship. All of these communities networked together make us united as one large church that gathers weekly for worship over 8 services across 5 campuses.

We are looking for a **GRAPHIC DESIGNER AND WEB EDITOR** to join us on this exciting journey God has us on. This is a full-time (40 hours per week) temporary position for a 6 month term.

Being part of our team means more means more than just being a designer and editor - your ideas and input are not only welcomed but encouraged.

Serving alongside the Communications Team by creating graphics and communications materials to creatively inspire, communicate and broadcast messages that will reach as far and as deep as possible to introduce people to Jesus and to help them become fully devoted followers of Jesus. We exist to help the sower cast the right seed to the right soil so that we as a Church may bear fruit with the resources God has entrusted to us. Matthew 13:1-23

We are looking for someone who is:

- A brand ambassador for Centre Street Church;
- Passionate about educating brainstorming and collaborating with ministries on vision implementation communication best practices;
- Committed to following communication best practices;
- Excited about fulfilling the mission of the church through our work;
- Experienced and has well developed talents in purpose driven storytelling through the lens of CSC; and
- Driven to staying culturally relevant and shifting CSC's communications culture where needed.



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Here's a little bit about the role

Primary Duties and Responsibilities:

- Graphic design work
- Website edits and maintenance
- Assist in production and set-up of various marketing materials
- Print production as assigned by Project manager

Core Skills/Experience:

- Demonstrates excellent time management, organization and communication skills.
- Proven ability to balance people skills and detail tasks, with dedication to creative problem solving.
- Experienced ability to multi-task and work effectively in a multi-person, team environment.
- Flexible and willing to proactively adapt to fast paced shifts, as new requirements and/or changes are introduced.
- Willingness to learn new skills and programs while demonstrating a “can do” attitude.
- Excellent interpersonal skills.
- Dedicated to pursuing excellence.
- Proficiency in Microsoft Word, Powerpoint, Excel, and Outlook

Graphic Design:

- Working knowledge of graphic design principles and best practices for print and non-print production.
- Desire to consistently improve practical design skills, as well as, learn and adapt to current design trends.
- Ability and/or experience of working in a collaborative creative team environment.
- Proven experience with Adobe Creative Cloud programs (Photoshop, Illustrator, InDesign, and Acrobat) as demonstrated in a portfolio

Website & Digital Media:

- Ability to multi-task and prioritize tasks with hard deadlines in a fast-paced environment.
- A working knowledge of one or more website builders (ie. Wordpress, Wix, Squarespace, etc.)
- Basic HTML/CSS proficiency is considered a strong asset.



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Qualifications:

- Committed to living a “Jesus-shaped life”
- Understanding of what it means to be part of a church from a member and staff perspective; understanding of church culture
- Excellent communication skills
- Ability to problem-solve/troubleshoot “on the fly”
- Exceptional organizational and time/self management skills
- Possess a strong curiosity to learn and ask crucial questions
- Detail-oriented and ability to complete tasks quickly and effectively
- Excellent interpersonal skills and ability to respectfully deal with conflict

If you can check all the boxes above, we want to hear from you! Please apply by sending your resume and cover letter to HR@cchurch.ca and learn more about us at www.cchurch.ca.