

Job Title: Junior Graphic Designer

Position Type: Part-Time (Up to 25 hours)

Reports To: Communications Director

Location: Remote

Position Summary

The Junior Graphic Designer partners with the Communications Team to create visually engaging and effective design elements that support the mission and ministries of the church. Working under the direction of the Communications Director, this role helps bring creative vision to life across multiple platforms and campuses while ensuring brand consistency and excellence in all communications.

Through thoughtful and engaging design, this role plays a key part in communicating the message of the church clearly and creatively helping create meaningful experiences that connect people to the life and mission of Bethlehem.

Roles and Responsibilities

Core Responsibilities

- Collaborate with the Communications Team to design graphics for weekly services, events, and ministry initiatives
- Execute design projects based on creative direction from the Communications Director
- Create and update materials for campaigns, marketing packages, and church-wide initiatives
- Design social media assets, digital content, and print materials
- Contribute to Communications projects and creative requests as needed
- Proofread design content to ensure accuracy and clarity
- Maintain brand consistency and visual cohesion across all platforms
- Participate in quality assurance processes to ensure all content is polished and impactful

Content & Creative Support

- Partner with the Communications Director to:
 - Coordinate event and ministry graphics
 - Develop promotional materials (e.g., brochures, postcards, digital assets)
 - Create digital and social media content
- Contribute to event and series promotions across all platforms
- Partner with campus pastors and ministry leaders to develop communication materials and graphics
- Ensure consistent and effective messaging across multi-campus and multilingual initiatives

Qualifications and Requirements

Minimum Requirements

- High school diploma or GED required
- Ability to work independently, follow direction, and manage multiple projects
- Strong attention to detail and commitment to quality
- Team-oriented, flexible, and able to thrive in a fast-paced environment

Skills and Competencies

- Basic to intermediate proficiency in graphic design tools (e.g., Adobe Creative Suite, Canva, or similar)
- Foundational understanding of layout, typography, and visual design principles
- Ability to follow creative direction while contributing thoughtful ideas
- Strong attention to detail, especially in formatting, alignment, and consistency
- Basic understanding of digital and social media content formats
- Good organizational and time management skills
- Effective written and verbal communication skills
- Willingness to learn, receive feedback, and grow in a collaborative environment
- Demonstrates a positive, servant-hearted, and team-oriented attitude
- Spanish language skills are a plus, but not required

Schedule & Commitment

- Part-time position (up to 25 hours per week)
- Flexible schedule with the ability to meet weekly deadlines and ministry timelines

Physical Demands

- Work may involve standing, sitting, and walking for extended periods
- Requires effective communication using speech, vision, and hearing
- Requires use of hands for basic and fine motor tasks
- May involve bending, reaching, climbing, or similar movements
- Ability to lift, carry, push, or pull up to 20 lbs.

Application Process:

Interested candidates should submit a resume and cover letter outlining their qualifications and experience to **Ana Ibis Seebrath** at aiseebrath@bethlehemag.org. Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Employer:

Bethlehem Assembly of God is an equal opportunity employer committed to providing a work environment free from discrimination. We are committed to providing equal employment in all our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and team members without regard to race, color, national origin, gender, age, disability, or any other legally protected status in accordance with applicable federal, state, and local laws, unless a particular status protected by law conflicts with the deeply held religious convictions of the church.

Bethlehem Assembly of God hires individuals who align with its religious beliefs and practices, ensuring all employees share and uphold the church's faith-based values. All employees must:

- Be in agreement with the **16 Fundamental Doctrines of the Assemblies of God**
- Adhere to Bethlehem Assembly of God's **Bylaws and Constitution**
- Follow Bethlehem Assembly of God's **Code of Conduct**
- Be in agreement with the **Mission, Vision, and Core Values** of Bethlehem Assembly of God