

Position Profile

Graphic Designer



Evangelical Missionary
Church of Canada

Hours: 20 hours/week, Monday to Friday, flexible day-time hours

Immediate Supervisor: Communications Manager

Application Deadline: September 2, 2022

Position Summary

The Evangelical Missionary Church of Canada (EMCC) is a family of 150+ churches across Canada. We provide support and ministerial credentials to more than 240 pastors, ministry leaders and global workers as they share the good news of our Lord Jesus Christ with their churches, communities, and around the world.

The Graphic Designer will primarily be responsible for seeing to completion projects and tasks for the Communications Department. This position will also support marketing and communications efforts by assisting with the delivery of all marketing collateral and public communications, implementing social media campaigns, and working with the rest of the EMCC National Team on interdepartmental marketing and communications projects.

Position Expectations

The Graphic Designer is expected to operate in a manner congruent with the EMCC National Team. This includes:

- Attends an EMCC congregation (helpful).
- Has a growing, personal relationship with Jesus Christ and lives a lifestyle reflective of the ways of Jesus.
- Adheres to the standards of the EMCC Employee Handbook.
- Works remotely and is able to organize and complete tasks on a self-imposed timeline.

Position Responsibilities

As Graphic Designer, your primary responsibility will be to support the Communications Manager in the delivery of marketing collateral. This includes the following:

- Completes tasks and projects given by the Communications Manager.
- Designs compelling graphics to promote EMCC events and services.
- Designs layout and releases various publications.
- Creates e-mail campaigns and newsletters.
- Updates website content.

- Generates, edits, publishes and shares daily content (original text, images, or video) on social media channels that builds meaningful connections and encourages community members to take action.
- Analyzes social media, e-mail campaigns, and website statistics to assist in developing marketing strategies and improve audience engagement.
- Keeps files and resources organized.
- Assists with planning timeline and details of projects.
- Works with the Communications Team on projects that require collaboration.
- Works with EMCC National Team members on interdepartmental projects.

Position Qualifications

- Post-secondary education in Graphic Design, New Media Studies, Marketing or related fields is an asset.
- Minimum 2 years experience or related experience in graphic design, digital media, communications and/or marketing.
- Intermediate proficiency in Adobe Photoshop, Illustrator, and InDesign.
- Experience using Content Management Systems such as Wordpress or Drupal.
- Experience in deploying e-mail campaigns using software such as Constant Contact.
- Experience in video editing and production is an asset.
- Experience with HTML and CSS is an asset.
- High level of attention to detail and demonstrated ability to meet deadlines.
- Excellent relational, verbal, and written communication skills.
- Excellent project management skills.
- High level of integrity and excellent work ethic.
- Effective problem solving skills, especially with technology.
- A team player.

Compensation Package: Compensation in accordance with EMCC salary guidelines. Vacation, pension and health benefits in keeping with HR policies.

Please submit your resume and cover letter to communications@emcc.ca articulating your alignment with the above qualifications, and why EMCC's values, principles of faith and mission uniquely resonate with you. Only qualified candidates will be contacted.

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Acknowledgement

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the position and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Due to the EMCC being a small organization, employees will perform other related duties and tasks as required to meet the needs of EMCC.