

## MISSISSIPPI BAPTIST CONVENTION BOARD

# POSITION: GRAPHIC DESIGNER

### RESPONSIBILITIES

- Create design elements for any departments within the Mississippi Baptist Convention.
- Produce a wide range of content that may include posters, cards, booklets, stationary, social media, and more.
- Coordinate with various departments to complete design work as needed.
- Continually update the project management system to keep projects on task.
- Attend weekly team meetings.
- Assist other designers on staff as needed.
- Seek to stay up-to-date on current trends in graphic design; especially in the church ministry context.
- Maintain a well-rounded understanding of paper stock and options available for design production.
- Strive to make MBCB have a consistent, high-quality, design production.
- Help with events as needed.

### IDEAL CANDIDATE

- Love Jesus first before anything else.
- Faithfully agree with the Mississippi Baptist Convention Board as well as the Baptist Faith and Message.
- An active member of a Southern Baptist Church.
- A love and calling to help ministries grow through creative design work.
- Works well with others on a team.
- Appreciates seeing a design grow from infancy to production with a consistent look across multiple platforms.
- Excellent organizational skills to manage multiple projects at one time.
- Easily works with groups and individuals.
- Confident understanding of Adobe Cloud platforms.

### CONTACT

 601-292-3290

 tcade@mbcb.org

 515 Mississippi St, Jackson, MS

### POSITION

**Title**  
Graphic Designer

**Type**  
Full Time

**Salary Scale**

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**Reports to**  
Director of Communication Services

**Recommended by**  
Director of Communication Services

**Approved by**  
Executive Director - Treasurer

### SKILL SETS

Art Design

Printing

Illustration

Drawing

Layouts

Digital Creation



**MBCB.ORG**