

<b>Job title</b>	<i>Graphic Designer</i>
<b>Reports to</b>	<i>Director of Operations</i>

**Job Purpose**

The responsibility of the Graphic Designer is to ensure the quality and consistency of Casas por Cristo brand and merchandise. The following list of responsibilities is not comprehensive, additional tasks may be requested at the discretion of the Director of Operations.

**Duties and Responsibilities**

Design & Print

- Create new ideas and merchandise for the Casas por Cristo store
- Stay up-to-date with printing (clothing, accessories and paperwork) · Maintain the style guide for CpC logo use
- Ensure staff members have support/prayer/business cards
- Develop Beyond Building Magazine

Marketing

- Maintain Casas por Cristo website & platforms
- Continue updating social media pages
- Assist employees with newsletter templates and shipping
- Produce and distribute promotional materials
- Conferences

General Tasks

- Build as needed
- Team Care and assistance

**Requirements**

Each staff member, in addition to the above stated job responsibilities, must continue to uphold the Casas por Cristo Mission and Vision Statements and the Code of Conduct. This includes, but is not limited to:

- Maintaining a healthy spiritual life and relationship with God
- Demonstrate characteristics of a Christ-centered life
- Attending devotions and meetings with CpC staff regularly
- Be flexible in realizing that ministry is not always conducive to 9-5 work days

By signing this document, I agree that I have read and understand this explanation and job description.

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Employee Printed

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Employee Signature

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Date

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Director Printed

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Director Signature

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Date

*\* Casas por Cristo and/or the Director of Operations, in a position of authority over the employee, reserves the right to adjust, modify and clarify this job description at any time and will give notice to the employee effected by the changes.*