



About Building Church

Building Church (BC) is a dynamic, thriving church in north Alabama. Hundreds gather every weekend to hear the life-giving message of Jesus at our Madison location. BC is church plant #45 of ARC (Association of Related Churches). We are praying and actively looking into campus expansion in the near future and look forward to reaching more people for Jesus. Building Church is a hospitable environment with incredible individuals and families.

Mission: Tell everyone everywhere about Jesus.

Vision: Every person living a Jesus-first life, growing spiritually, and living missionally.

Values: Leadership, Excellence, Prayer, Unity, Stewardship, and Hospitality

About Madison / Huntsville and the HSV Region

Also known as the "Rocket City," Huntsville is the site of the U.S. Space and Rocket Center, NASA's Marshall Space Flight Center, and the United States Army Aviation and Missile Command. Complete with outdoor activities, shopping, restaurants, and minor league baseball (go Trash Pandas!) HSV is an exciting place for single adults and families. Our region is booming and quickly becoming one of the fastest growing regions in Alabama. According to the U.S. News & World Report, Huntsville ranks #1 to live in America right now!

Job Profile

The Graphic Designer will be responsible for developing creative content to further the message of BC in print, web, digital and online formats. You will create graphics and branding packages for weekend experiences, conferences, and ministry areas. Additionally, you will be a part of capturing video, editing, adding graphics for pre, post and in-service experiences.

The Graphic Designer will work closely with ministries to develop ministry-initiated media, which is in alignment with the strategies of the organization. The Graphic Designer is responsible for creating, planning, developing, shooting, and editing video and photographic productions for marketing and communication materials. The media content is conceptualized by the Graphic Designer in collaboration with other staff members.

This role is available in full-time or part-time options. This position will report to the Lead Pastors.

Job Responsibilities

Essential Duties:

Responsible for producing graphics and content used for messaging, marketing, and church-sponsored initiatives in alignment with Building Church's mission, vision, and brand.

- Web graphics and website updating, sermon graphics, lower thirds, and graphics for pre, post, and in-service experiences.
- Manage marketing campaigns and graphic design projects from inception to completion. Specifically for social media platforms, to include post, reels and stories.
- Perform project management duties that include initiation of projects, tracking jobs, partnering with vendors, and reporting the status of jobs
- Perform general administrative duties
- Create designs, concepts, and sample layouts based on knowledge of layout principles and aesthetic design concepts
- Determine the size, style, and arrangement of illustrative material and copy
- Mark up, paste, and assemble final layouts to prepare layouts for printer/web
- Develop graphics and layouts for product illustrations, ministry logos, and websites
- Consult with staff members to establish the overall look, graphic elements, and content of communication materials in order to meet ministry timelines and produce complete branding packages
- Estimate cost of materials and time to complete print projects and present to Lead Pastors
- Assist in developing storyboards for electronic productions such as multimedia, interactive and digital products, television advertising and productions, etc.
- Design and execute decor/branding for church events such as conferences, Christmas, Easter, Mother's Day, Father's Day, sermon series, and church-wide events
- Design merchandise for BC, Blush, BC Men, BC YTH, and BC Kids as requested by departments
- Maximize the use of Slack, Asana, and Rock digital platforms that enhance workflow and increase communication with staff, volunteers, and vendors
- Create posts and reels for social media platforms as well as manage the social media schedule in collaboration with Lead Pastors
- Oversee BC Social Media platforms (BC Ministries and Lead Pastors) Create and schedule posts and reels that align with events and branding
- Create content for, update, and maintain the website

Other Duties:

- Contribute to ongoing creative arts and communications projects that support ministries.
- Participate in weekly team meetings and regular one-on-one checkpoints with the Lead Pastors.

Knowledge, Skills, and Abilities

- Bachelor's degree in Graphic Design or 3-5 years of industry experience
- Possess a portfolio of previous work that displays an ability to turn an idea or concept into a visual piece.
- Ability to maintain confidentiality and discretion.
- Ability to take initiative and work with minimal supervision.
- Ability to collaborate well in cross-functional teams and projects across the organization.
- Ability to be organized and meet deadlines.
- Detail-oriented with a strong aptitude for creating appropriate priorities for work assignments and accomplishing time-sensitive tasks
- Proficiency in Adobe Creative Suite and Google Suite products. Must be proficient in Adobe Illustrator, Adobe InDesign, Adobe Photoshop, Adobe Lightroom on a Macintosh Platform.
- Strong interpersonal skills and ability to work with different personalities and leadership styles.
- Skilled at setting deadlines, managing multiple projects simultaneously, and making last-minute changes.
- Proven ability to create high-quality, culturally relevant content.
- Excellent verbal, communication, and decision-making skills

Faith-Based Qualifications:

- A personal relationship with Jesus Christ
- Agreement with Building Church core values and core beliefs

Work Conditions

Environment

- Repetitive keyboard and mouse movements required
- Local travel may be required.

Hours

Primary work hours are:

- Tuesday-Friday: 9 am - 5 pm with a 1-hour lunch break from Noon - 1 pm
- Sunday: 8 am-Noon

Hours may be adjusted, as needed, for special events or needs (including, but not limited to: Blush Night, photographing Life Groups, Men's Events, Kids Events, etc). This will be determined in coordination with Lead Pastors.

This job description in no way states or implies that these are the only duties to be performed by this employee. They will be required to follow any other instructions and to perform any other duties requested by their supervisor.