

Graphic Designer

2100 Team

Position Description

Supervised by: Art Director

Status: Full-Time / Exempt

Location: InterVarsity's National Service Center (NSC) – Madison, WI

To advance the purpose of InterVarsity, this position will participate in a group process, which results in the creation and implementation of a broad range of high quality communication vehicles.

MAJOR RESPONSIBILITIES

Be a maturing disciple of the Lord Jesus Christ:

- Seek Him and follow Him in every area of life
- Grow in love for God through the classic disciplines of the Christian life
- Model the Biblical lifestyle

Contribute to the creative process and development of communication tools:

- Develop, implement, and uphold the visual identity and brand of InterVarsity/USA
- Design and produce visual communication resources for national communications and events, InterVarsity ministries, and occasionally, individual chapters
 - May design and produce animation sequences (2D and 3D) as assigned
 - May be involved in photography production, processing and editing as assigned and as interested
- Create and distribute templates for visual communication for InterVarsity staff use
- Design and develop the InterVarsity website in partnership with InterVarsity web developers and communications leadership
- Work with clients and art director to understand scope and purpose of assigned projects
- Gather information, research, and conceptualize visual treatments for assigned projects
- Present drafts that convey concept, layout, size, type size and style, and other related design choices to clients and art director for feedback and approval
- Discuss with art director and agree on edits to be implemented into final design
- Complete final output for assigned projects in necessary format (print or digital) and submit deliverables to clients
- Develop and grow design skills through participation in training, conferences, and other learning opportunities as assigned
- Stay informed on trends in the communication field and contemporary media, images, and ideas
- Stay current on computer systems and other media skills

Participate in the ministries of InterVarsity:

- Provide technical support for InterVarsity conferences, camps, and other meetings as assigned
- Attend and/or staff InterVarsity events, conferences, chapter meetings, etc. as agreed upon with supervisor

Contribute to the team effort:

- Work to assure order and organization of systems, equipment, and team work spaces
- Be responsible for good stewardship of time, equipment, and materials
- Complete assigned projects within allocated time
- Work on special tasks related to the ministry of 2100 as assigned
- Maintain healthy relationships with 2100 team members and clients
- Provide helpful critical feedback into other team members' design work
- Fulfill large format printing orders for InterVarsity staff as assigned
- Maintain the organization of design files and image archive
- Keep graphics and visual resources available and up-to-date on 2100 website
- Participate in (or lead, when applicable) team meetings, project brainstorming, and feedback

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Maintain sound financial status:

- Raise personal support at the level assigned by supervisor
- Keep expenditures within budget
- Develop and maintain a small group of people who covenant to support your ministry with prayer
- Communicate regularly with ministry partners

QUALIFICATIONS

- Annual affirmation of InterVarsity's Statement of Agreement
- Bachelor's degree (Art or Design degree preferred)
- 1 year of design experience preferred
- Commitment to Jesus Christ and with a heart for students, visual communication, and the arts
- Commitment to growing relationships with God, his Word, his people, and the church
- Experience with computers and up-to-date working knowledge of Adobe Creative Suite programs
- Strong artistic sense, creative skills and technical expertise in visual communication
- Ability to work well as part of a team and put others' needs before own needs
- Sensitivity to and ability to work with diverse cultures and ethnicities
- Experience with or knowledge of InterVarsity, or ability to quickly understand and be committed to InterVarsity's purpose
- Ability to be a self-starter and work independently
- Ability to demonstrate initiative and problem-solving skills
- Willingness to learn new things and think "outside of the box"
- Strong organization and time management skills
- Ability to work well in a deadline-driven environment
- Commitment to excellence
- Available to work 40+ hours and to travel at least two to three times a year; willingness to work flexible hours
- Capacity for self-awareness and awareness of others
- Demonstrates emotional and relational maturity
- Ability to articulate ideas and think critically about culture and communication
- Ability to relate well and maintain good relationships with co-workers, field staff and other teams at the National Service Center
- Ability to participate in collaborative process and accept critique from numerous people

Applicant must include portfolio of at least 10 recent design pieces that demonstrate their strengths, style, and overall ability.

Graphic Designer InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)