

Our Sunday Visitor

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Job Title: Graphic Designer – Custom Mailing

Job Summary: The position is responsible for using the individual's creative skill to contribute to the layout of religious oriented Sales and Marketing materials. The incumbent will also be responsible for implementation of computer generated artwork, taking projects from concept to completion. The incumbent performs both simple and highly complex graphic design and consultation work for promotional materials. This includes mastering design, layout, and illustration using state-of-the-art computer hardware and software methods and procedures. This includes, but is not necessarily limited to, Adobe Photoshop, Adobe Illustrator, FLASH, Indesign and QuarkXpress. Required to work under moderate supervision and has moderate latitude for using personal initiative and independent judgment.

Essential Job Functions (*=Non-essential tasks):

- To Assist in designing of marketing materials for Sales, and marketing.
- Design flyers, pamphlets, postcards, folders, forms, letters, and more.
- Communicate with inside and outside designers.
- Communicate with clients when necessary.
- Work in conjunction with Custom Mailings Value Stream Team, Sales and/or Marketing to create new 3-color envelope designs that run on the in house SW-Press as needed.
- Work with other Offering Envelope departments to create documentation covers and graphics.
- * Other duties as required

Requirements:

Experience:

- 3-5 years of work experience in design and layout, color scanning and correction as well as four color process preparation.
- Knowledge of Printing presses desirable.

Education:

- Bachelors degree in Graphic Design or related field of study
- Minimum of 3 years of work related experience in a comparable field or equivalent mix of education and experience

Skills and Abilities:

- A complete and thorough proficiency with QuarkXPress, Adobe Photoshop , InDesign, and Adobe Acrobat.
- Experience with Microsoft Word, Excel, Power Point, and Outlook recommended.
- A thorough understanding of the four-color prepress application in a Macintosh OS X/Microsoft Windows XP based work environment.
- Artistic Sensibility - Knowledge about design elements, such as color and composition, is vital for graphic designers. Artistic ability and creativity are essential.
- Technical Skill – This position requires a general interest in computers and an aptitude for learning new technology. As technology continues to develop, the incumbent will be required to keep up with new technologies in the graphic design field.
- Organization – The incumbent needs to be organized in order to meet deadlines and stay within a budget. General business organizational skills are required
- Problem Solving Ability – The incumbent must possess strong problem solving skills. Choosing just the right fonts, colors and lines to create a balanced composition, while simultaneously conveying meaning, is required.

(The above statements describe the general nature and level of work being performed in this job. They are not intended to be an exhaustive list of all duties, and indeed additional responsibilities may be assigned, as required, by management).