



Courage in Wisdom | Hope in Love

Job Description

Title:	Graphic Designer
Reports to:	Executive Assistant
EBA/Award:	SCBC Non-Teaching Staff Agreement 2018
FTE:	FTE 0.8
Employment Type:	Part Time Permanent

Position Summary

The Graphic Designer will collaborate with the Development Office to produce visual communications, including advertisements, branding materials, publicity materials, magazine layouts, and more. They will also assist the Public Relations Administrator in ensuring that designs align with organizational standards and brand expectations.

All responsibilities will be carried out within a team setting, under the guidance of the Public Relations Administrator. The role in the Development Office encompasses a variety of tasks, from generating ideas to overseeing final production.

Job Description

Responsibilities & Duties:

- Work closely with the Public Relations Administrator to execute the approved marketing strategy in alignment with the College's requirements.
- Ensure the College website content remains current and relevant.
- Promote the College across various social media platforms in accordance with the College's strategic objectives.
- Generate and curate high-quality content for College projects, including but not limited to:
 - College Prospectus
 - Handbooks
 - Yearbooks
 - College Photos
 - Signage
 - Uniform designs
 - College Newsletters
- Identify and capitalize on promotional opportunities throughout the College, as well as contribute to yearbook content development.
- Collaborate with the Executive Assistant and Public Relations Administrator to develop effective marketing campaigns.
- Review and update marketing policies to ensure compliance and relevance.
- Coordinate closely with the Events Coordinator to produce and deliver visual materials for events in a timely manner.
- Maintain and update internal databases for designs, photography, and video content.



Professional Development:

- Undertake appropriate professional development activities approved by the Public Relations Administrator.

NB: This job description is subject to change at the discretion of the Executive Assistant and the Public Relations Administrator.

Selection Criteria

- Excellent communication and presentation skills.
- Exceptional creativity and innovative design skills.
- Strong organizational and time-management skills to meet deadlines in a fast-paced environment.
- Proficiency with design software, including Illustrator, InDesign, and Photoshop, demonstrated through academic and professional experience.
- Proficient in all major social media platforms, such as Instagram, Twitter, Facebook, and LinkedIn.
- Photography experience and proficiency with photo-editing software.
- Strong editorial and marketing skills with great attention to detail.
- Excellent organizational skills, including proficiency in Microsoft computer applications (Word, Excel, Outlook, Planner, etc.).

Desirable:

- Bachelor's degree (or equivalent) in graphic design, art, or related discipline.
- Minimum of 5 years of relevant experience.

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To attend Church on a regular basis and model Christian beliefs, behaviour and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Working With Children Card.
- Contribute to a safe and healthy workplace by:
 - Following OH&S instructions and policies
 - Reporting accidents and hazards
 - Generally caring for own safety and that of others, including volunteers, students, and parents.
 - First Aid certificate is desirable.



Other Matters

Please note that while comprehensive, this job description is not exhaustive. The Executive Assistant and the Public Relations Administrator retain the discretion, in consultation with the Graphic Designer, to adjust the Graphic Designer's responsibilities as necessary.

Position Held By:	
Signed:	
Date:	