

## GRAPHIC DESIGNER JOB DESCRIPTION

**JOB TITLE:** Graphic Designer  
**LOCATION:** Abbotsford, BC  
**HOURS:** Part-time 10hrs week

### SUMMARY OF ROLE

The Graphic Designer will prepare visual presentations by designing art and copy layouts.

### DUTIES AND RESPONSIBILITIES

- Prepares work to be accomplished by gathering information and materials.
- Plans concept by studying information and materials.
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
- Obtains approval of concept by submitting rough layout for approval.
- Prepares finished copy and art by operating typesetting, printing, and similar equipment; purchasing from vendors.
- Prepares final layout by marking and pasting up finished copy and art.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment.
- Completes projects by coordinating with outside agencies, art services, printers, etc.
- Contributes to team effort by accomplishing related results as needed.

*The above list is not exhaustive, and the successful applicant may be required to take on other duties and responsibilities for the effective and efficient performance of this role*

*The salary of this position, after being determined based on education and work-related experience, is funded through Ministry Partner Development, which is made possible in two ways. First by personal support (75%) from family, friends, and acquaintances of the staff member. Second through the general budget (25%) of Casa de Luz Ministries.*

Contact Us:

