
Online Content & Graphic Designer

Summary/Objective

The overall role of the Online Content and Graphic Designer is to support IFI's ministry in Columbus, Ohio by managing emails, social media, webpages, online forms and producing graphic designs (both print and web) for promoting local events.

Responsibilities

The position of Online Content and Graphic Designer responsibilities includes (but are not limited to):

- Updating existing literature annually (e.g. Banquet, Welcome Party/Picnic, Training Day, holiday hosting etc.)
- Update old designs with current brand standards
- Work on developing new literature with Mobilization team (e.g. flyers, postcards, t-shirts, infographics, banners)
- Build social media avenues for IFI volunteers and donors
- Maintain IFI city website(s) and coach/assist with city's needs
- Prepare and order business cards
- Prepare and send regular email newsletters to international students and volunteers
- Event communication, such as email reminders for Bible Study, kitchen help, and upcoming events
- Other duties, as assigned. Duties/Responsibilities may change at any time.

Required Qualifications, including Spiritual Characteristics

- Teachable and submissive spirit
- Adherence to IFI's statement of faith, core values, and policies
- Has discernment and strong interpersonal skills
- Exhibits a positive, professional manner

- Ability to work under stress and be flexible
- Self-starter, able to work independently
- Ability to meet deadlines

Position Type, Expected Hours of Work, Physical Requirements, and Travel

This position is a part-time, hourly position that requires both consistency and flexibility in scheduling. A typical work week will consist of 20-24 hours, with more hours needed July-August and January. The work environment of this position predominantly will be standard professional office space and can also be diverse, including a home office setting. Since communication with the City Director is a must, access

to phone, computer and/or tablet is essential. May be required to lift, push, or pull objects that weigh up to 20 lbs. Travel is expected to be limited. Travel is not expected to be limited in this position.

Required Education and/or Experience

- Proficient Use of Adobe Creative Cloud apps, including but not limited to, Photoshop, Illustrator, InDesign, Premier Pro, Audition
- Knowledge of form tools, such as Form Assembly, Gravity forms, etc
- Knowledge of online promotions tools, such as Mailchimp and Wordpress
- Online or printed portfolio to demonstrate graphic design ability
- Thorough knowledge of Google Apps, such as Sheets, Drive, and Gmail

AAP/EEO Statement

Unless an employee has a written employment agreement with IFI, which provides differently, all employment at IFI is “at-will.” That means that employees may be terminated from employment with IFI with or without cause, and employees are free to leave the employment of IFI with or without cause. Any representation by any IFI officer or employee contrary to this policy is not binding upon IFI unless it is in writing and is signed by the Executive Director with the approval of the Board of Directors.

IFI shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors and Executive Director of IFI will not discriminate against any employee or applicant in a manner that violates the law. IFI is committed to providing equal opportunity for all employees and applicants without regard to race, color, national origin, sex, age, marital status, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. As a religious institution, International Friendships, Inc. is permitted and reserves the right to prefer employees or prospective employees on the basis of religion.