



ADRN Graphic Designer Job Description

JOB SUMMARY:

The Austin Disaster Relief Network (ADRN) is a Christian nonprofit 501(c)(3) organization of over 190 Greater Austin churches and thousands of trained volunteers bringing hope into crisis. ADRN's network enables and empowers church members to organize, prepare, mobilize, and respond quickly in the event of a disaster, great or small. We are seeking a full-time, hourly graphic designer to join our team. Your job duties include developing graphics both for print and digital platforms that enhance our accompanying text and convey an accurate message. To be successful in this position, you'll be a self-starter, capable of delivering brilliant creative ideas, and show amazing attention to detail.

PROJECT:

This job is a component of ADRN's Prepare Greater Austin Fund project. This project is currently funded through early 2024 and may be extended as necessary if donated funds permit.

RESPONSIBILITIES:

- Work on a wide range of projects and media, using various computer software to visualize and develop innovative graphic designs that meet business goals
- Obtain input from management, ensuring designs meet organizational standards and brand expectations, express ideas accurately, and represent the company or client appropriately
- Work independently and cooperatively on multiple projects with training team, meeting deadlines and budget constraints, and scheduling project implementation based on workload, which may include five or more simultaneous projects
- Examine existing processes, identifying flaws and creating solutions to improve design capabilities
- Update and maintain internal databases of designs, photography, and video
- Collaborate, brainstorm, and strategize with stakeholders for a variety of materials that include manuals, leadership guides, digital assets for videos, presentations, and other collateral for the Training Department.
- Translate strategic direction into high-quality design within an established brand identity
- Develop concepts by hand or with software, and execute original content determining ideal usage of color, text, font style, imagery, and layout
- Manage the design and uploading process of all project material, understanding best practices for using a content management system
- Use trend intelligence and an understanding of the current and historical business and market to design and execute specific classifications

QUALIFICATIONS:

- Bachelor's degree in graphic design, art, or similar discipline
- Exceptional creativity and innovative design skills
- 5+ years experience (academic and professional) with design software, including the Adobe Creative Suite (Illustrator, InDesign, Photoshop, etc.) with strong design skills
- Proven experience with graphic design, with a strong portfolio of work
- Excellent communication and presentation skills
- Organizational and time-management skills for meeting deadlines in a fast-paced environment

Key Experiences:

- Excellent interpersonal skills
- Resourceful and innovative problem-solving skills

Organizational Expectations of Staff:

- Handle all conflicts through biblical conflict resolution.
- Learn, understand and embrace ADRN culture, spiritual history, ADRN vision, and mission statements, and I AM Ready™ and Life-Sustaining Church™ programs.
- Seek God's face, read His Word, and be led by the Holy Spirit.
- Communicate clearly with peers, co-workers, and team members.
- Set the tone on reliability, attendance, high-performance standards, and what it means to be an I AM Ready™ Christian, emotionally, spiritually, and physically to all volunteers.
- Spend minimally one planned, full day per month away from the office, seeking God's face for direction, guidance, support, and relief for the role. Spend time in the word and prayer with God for spiritual instruction, growth, and rest.
- Attend all of ADRN's emotional, spiritual, and physical training to understand the depth of what ADRN offers churches and volunteers.
- Fulfill a minimum of 40 hours per week, during regular office hours. Additional hours will be expected from time to time, including during active disaster response efforts.
- Attend Thursday morning All Staff Prayer and All Staff Meetings at HOPE Prayer Center, as well as fulfill other staff expectations. Follow organizational policy, and procedures and practice our culture of honor with one another
- Willingness to accept our Statement of Faith

ETHICAL STANDARDS: ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and Biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN's Statement of Faith. The authority for making the determination of these standards for ADRN shall be the Board of Directors working in consultation with the Executive Director, applying their interpretation of the standards set forth in the Bible.

ADRN Mission Statement: To glorify Christ by equipping, empowering, and mobilizing the Church of Greater Austin to shepherd those affected by disaster and meet their physical, emotional, and spiritual needs. Luke 10: 25-37, Ephesians 4:12-16

ADRN Vision Statement: To be an active, empowered, Life-Sustaining Church Network™, bringing hope into crisis through the transforming power of Jesus Christ to every life and community that we serve. Revelation 19:5-7

Work Authorization

Employees must be authorized to work in the United States under Federal requirements.

Other Duties

Note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

Send resume and portfolio to: HR@ADRNTX.ORG