



**TEMP Graphic Designer and Marketing Coordinator**

DEPARTMENT 155 – Marketing	STATUS FT (Temp)	CLASSIFICATION Nonexempt	RANK Admin 1	DATE LAST UPDATED July 2, 2018
-------------------------------	---------------------	-----------------------------	-----------------	-----------------------------------

**PURPOSE**

The temporary Graphic Designer supports marketing of the college through graphic design, social media, photography, website design and various marketing and media projects with specific responsibilities to Admissions, Advancement and Alumni Relations.

**GENERAL DESCRIPTION**

He/she will report to the V.P. of Enrollment. This includes graphic design, marketing materials, social media, photography, website updates as assigned. Other departments will be supported upon request.

**ESSENTIAL DUTIES**

Responsibilities include, but are not limited to, the following:

- Support and communicate the mission, vision, values of the college
- Graphic design for marketing and promotional pieces
- Assist in creating and maintaining an active and positive Life Pacific College presence online. This includes, but is not limited to: Facebook, LinkedIn, YouTube, Twitter, Instagram, and the Life Pacific College website.
- Update social media daily, and weekly with relevant, valuable, timely posts
- Some photography for on and off campus LPC events
- Update the website with content changes for all departments, articles, news, banners
- Support coordinator for special projects and newsletters
- Work closely with other departments for projects and design
- Produce PPT slides, apparel, signage, print pieces etc. as needed

**MINIMUM REQUIREMENTS**

- BA preferred; One year experience in field
- Knowledge of Graphic Design, Social Media Outlets, Photography, Typography
- Proficient in Adobe Photoshop, Adobe, Illustrator, Adobe InDesign, Adobe Lightroom, Adobe Acrobat, HootSuite, Excel, Drupal websites, HTML.
- Must be able to comprehend and carry out complex instructions and procedures and to communicate the same in a user-friendly manner in correspondence
- Strong people skills and meticulous attention to detail are a must.
- Must be able to sign the College’s Statement of Faith.

*This job description does not contain a comprehensive listing of activities, duties or responsibilities required of the employee and is subject to revision when necessary.*

*Candidates must be Christian believers holding a Pentecostal/charismatic perspective and will be required to adhere to the College’s statement of faith and mission.*

*No person shall be denied employment at Life Pacific College on the basis of gender, race or ethnicity, national origin or ancestry, age, marital status, pregnancy, medical condition, disability, veteran status, or any other legally protected classification, except as may be permitted by law.*