

# HOUSTON'S FIRST BAPTIST CHURCH

## Position Assignment:

**Proposed Job Title:** Graphic Designer

**Department:** Creative Services

**Hired By:** Creative Services Design Manager

**Reports To:** Creative Services Design Manager

**Location:** All/Loop

**Status:** Exempt

**Proposed Employment Category:** IV

**Summary of Position:** The Graphic Designer works in the Creative department of Houston's First alongside other creatives and takes direction from the Design Manager. The Graphic Designer is required to have an education in graphic design showing strong skills in branding, page layout, color, typography, and written communication, and with an up-to-date knowledge of current software and production methods.

**Purpose:** Design print and digital collateral for Houston's First Baptist Church and its ministries that are Godly, Effective, and Excellent.

## Duties and Responsibilities:

Working from online requests sent into the Creative department detailing a ministry's needs, the Graphic Designer works in digital software as well as traditional media to create items that may include branding, page layouts, advertising, social media, stationery, and other collateral in digital and printed formats which assist departments at all Houston's First campuses in communicating with their audience. The Graphic Designer works closely with specific departments through a series of draft rounds until the final design is ready to be passed on to that department so they can promote their program or event.

Projects assigned to the Graphic Designer may range from a simpler ministry-level project created for a specific campus' program or event to an occasional larger churchwide campaign which will be seen by all campuses of Houston's First.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

## Skills Requirements: Select all that apply

Language skills

Math skills

Reasoning ability

PC skills:  Windows

MS Office

MS Outlook

MS Excel

Mac

Adobe Creative Suite

- Administration
- Service to others
- Teacher/Leader
- Good Communication skills
- Team builder
- Self-disciplined
- Servant leader
- Decision maker
- Strong work ethic
- Empathy for ministry partners
- Attention to detail
- Graphic Design
- Language skills

**Education and/or Experience:** Select all that apply

- College graduate preferred
- Administrative Experience
- Personnel Management
- Church Staff experience preferred
- Other: [Click here to enter text.](#)

**Organizational Relationships:** Reports to Mark Nasso, Creative Services Design Manager

**Working Conditions:** Select all that apply

- 40 hour work week
- Additional hours as needed
- Occasional off campus activities
- Continuing Education
- Specialized training
- Occasional travel

**Prepared By:** Mark Nasso

**Title:** Creative Services Design Manager

**Date Prepared or Revised:** May 14, 2026

**Signature of preparer:** \_\_\_\_\_

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name