



Head of Design

Christ In Youth
2201 N. Main St.
Joplin, MO 64801
417.781.2273

Purpose: Ensures all design content is consistent with the mission, vision, and quality of CIY.

Missional Alignment: Calls youth to Christ and into a life of kingdom work through the local church by leading the design team in building and executing biblically accurate, age relevant, and highly creative design.

Reports to: Vice President of Content

Roles

1. Head of Design
2. Print Manager
3. Design Lead of Future Initiatives

Primary Responsibilities

1. Ensure and Influence CIY global visual communication and brand standards are met at events, online, and any products seen or purchased by our customer.
2. Build, train, and lead the design team
3. Coach, troubleshoot, and provide feedback for design team members.
4. Carry Design representation, communication and collaboration on the Head of Content team.
5. Oversee Design budget.
6. Maintain good relationships with print partners and seek new print partners as projects require.
7. Submit quote requests to print partners and report back to design project leads on pricing and print options.
8. Provide print-ready files to print partners.
9. Review proofs and ensure all print details are correct.
10. Coordinate reception of print materials (both pick-up and delivery).
11. Coordinate print invoices with Finance team.
12. Create and design various materials for printing, film and digital collateral.
13. Commission specialists, such as contracted designers, artists and photographers, to work on projects as needed.
14. Help to establish and build upon the design direction for tour themes, programs, and the brand of CIY
15. Keep CIY up to date on the latest design trends and changes in technology.

Time

1. 40 hours/week
2. Salary, Exempt
3. Seasonal peaks in hours worked.
4. Standard office hours of 8-5 are expected (1 hour lunch break).

Qualifications

1. Must be committed to Jesus Christ, spiritually mature, and trained in the area of office management.
2. Must be committed to the mission of Christ In Youth.
3. Must be a team player who works effectively with other staff members to accomplish excellent results.
4. Must demonstrate excellent written and oral communication skills.
5. Must demonstrate excellent organizational and time management skills and be able to handle multiple projects at once.
6. Ability to produce projects to tight deadlines without errors or inconsistencies.
7. Must live in submission to CIY's Culture Statement (see Cultural Expectations).
8. Must be proficient in Adobe Creative Suite.
9. Experience in web design preferred.
10. Experience in leading a team preferred.
11. Ability to balance artistic vision with realistic compromises.
12. Must demonstrate the ability to think creatively about problems and ability to address conflict.
13. Five years professional design experience required (in-house or agency)

Cultural Expectations

In order to honor Christ in our work and ministry culture, we commit ourselves to live by the values listed below. We unite in all of these things to amplify the call of Christ in a student's life to be a Kingdom worker. We will work together daily to cultivate a healthy environment, founded upon biblical standards from which creativity and excellence flow. By signing below, we agree to be held accountable to live by these standards.

1. I will set an example of TRUTH by being honest in word and deed.
2. I will carry a spirit of LOVE towards all staff, our families, the local church, and the people with whom I interact.
3. I will have the heart of a SERVANT to the CIY family, to my local church, and to the world around me.
4. I will promote UNITY and make every effort to live in peace with all people.
5. I will be a good STEWARD of people, time, finances, and resources.
6. I will reflect EXCELLENCE in my work ethic, and seek to continually improve the efficiency and effectiveness of events, trips, and resources.
7. I will continually PRAY for my team, leaders, and endeavors.
8. I will contribute to an environment that is FUN and creative.

9. I will speak the truth in love and will maintain a POSITIVE ATTITUDE while dealing with difficult circumstances or people.

