Job Description

Position Title: Graphic Design/Project Management
Reports to: Experience and Communications Manager

Department: Campus Support
Status: Full time, salaried, exempt

Revised*:* 11.16.2026

Primary Purpose
The NewPointe Graphic Design/Project Management position will contribute to NewPointe's mission of inspiring people to follow Jesus by developing and executing creative communication initiatives that clearly and creatively communicate the church's vision, ministries, and initiatives. This role provides creative direction and design support across print and digital platforms, contributes to copywriting and content development, and collaborates with the Communications Team to bring projects from concept to completion. Additionally, this position helps coordinate creative projects, maintains excellence and consistency across NewPointe's brand, and supports the team in delivering timely, engaging, and effective communication.

Essential Job Functions/Key Result Areas (KRAs)

- Design a wide range of visual content, including print materials, digital graphics, and promotional pieces, maintaining a high standard of creativity, excellence, and consistency with NewPointe's brand.
- Assist with copywriting and content creation for communications, marketing, and special projects as needed.
- Collaborate with the Manger of Experience and Communications to conceptualize, design, and execute apparel projects that reflect NewPointe's brand while gathering stakeholder feedback and managing the creative process from concept to completion.
- Support the team in project management for the Communications Department by working closely with the Manger of Experience and Communications inside Asana.
- Other duties as assigned.

Position Requirements

Knowledge/Skills/Abilities

- Proficient in Adobe Creative Suite (Photoshop, Illustrator, InDesign)

- Proficient in the following software applications:
    - MS Word, Excel, and Outlook
    - Asana — project management software
    - Canva
- Ability to quickly create relevant and creative communication messages
- Ability to communicate clearly and concisely, both orally and in writing
- Able to ask questions for understanding and advancement of ideas/concepts
- Coachable and takes direction well
- Ability to multitask effectively and manage several projects at once
- Ability to work independently, as well as with a team

Qualifications
Education: College degree or higher
Experience: Minimum of two years' experience in marketing
Licenses: None required

Physical Activities/Requirements (with or without accommodation)
- Ability to move throughout the facility
- May require long periods of standing or sitting
- Be able to lift 25 pounds

Personal and Spiritual Requirements
- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle
- Models standards and expectations of leaders within NewPointe, including ...
    - Tithe (within 3 months of hire). A tithe is giving 10% of your income to the ministry of the local church at NewPointe.
    - Participate in small group accountability
    - Regular attendance at NewPointe services

At NewPointe we value working through people to accomplish goals, as well as personally contributing at a level that requires God's help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value, reaching lost people.

ACKNOWLEDGMENT
I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation.

_____ Applicant Signature/Date

_____ Management Signature/Date