

JOB DESCRIPTION

Title: Graphics Coordinator
Reports To: Sr. Visual Communication Lead
Status: FLSA Non-Exempt
Prepared By: Michael Trujillo
Hours per week: 40

Ministry: Communication
Classification Grade: T-3
Approved By: Human Resources
Approved Date: 10/27/2026

Essential Organizational Core Values

The **Graphics Coordinator** is responsible to champion Real Life Ministries' Vision, Mission, Methodology, and Strategy in two primary ways:

Essential Organizational Core Values

- **As an Individual Leader:** The **Graphics Coordinator** is responsible for taking the leadership of all ministry functions they oversee and live out Real Life Ministries' Organizational Core Values and 7 Ministry Essentials personally and ensure their leadership and oversight of the ministries they oversee also embody and are living out Real Life Ministries' Organizational Core Values and 7 Ministry Essentials. Responsible for the effective execution of the Essential Job functions of this role as detailed below.
- **As a Team Member on the Communications Team and Real Life Staff Team:** The **Graphics Coordinator** has a responsibility to collaborate as a team member on their immediate teams as well as the Real Life Staff Team as a whole to accomplish church wide objectives and goals. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

Job Summary: *To support the Sr. Visual Communication Lead in the execution of visual communication for Real Life Ministries by producing, adapting, and organizing graphics for Print, Social Media, and other digital use. Works under the Lead's creative direction and priorities. Responsible for delivering assignments on time and in agreement with Real Life Ministries branding.*

1. Primary Responsibilities (85 %)

Graphics Production (under the direction of the Sr. Visual Communication Lead):

- Create new and recurring series and ministry graphics within the Real Life brand and standards.
- Resize and adapt approved designs for different formats, campuses, and channels (print, web, social media, large format, etc.).
- Produce event promotional material (postcards, flyers, banners, etc.) following the Lead's creative direction.
- Assist the Lead on major events, as needed (Harvest Fest, Summer Camp, Christmas, Easter, etc.).
- Prepare, order, and coordinate print-ready files and confirm output meets brand standards.

Request Queue and Workflow:

- Track requests and deadlines in Trello and keep requesters informed of status.
- Submit work to the Lead for review before release and complete revisions promptly.

- Bring creative questions, unclear requests, or competing deadlines to the Lead rather than deciding independently.
- Maintain the asset library, file naming and archive, and brand templates.

Web Updates:

- Make routine updates to web pages, events, and graphics as directed by the Lead.

2. Team Function (10 %)

- The Communications Team is your “first team”. Demonstrate peer to peer accountability, emotional and spiritual support of others on the Team.
- Be coachable, approachable and demonstrate the ability and courage to speak and accept critical feedback (truth in love).
- Demonstrate peer-to-peer accountability, emotional and spiritual support of others on your team.
- Be an active participant in Team meetings and discussions. Ability to think critically, systematically and collaboratively with the Teams to develop creative strategies and ministry priorities to implement the mission and vision of the church.
- When another Team Member needs to collaborate, seek to accommodate the meeting in an appropriate and timely manner.

3. Real Life Staff Relations (5 %)

- Work with our church congregation in a way that glorifies God through involvement in Weekend Service attendance and a Life Group. Be a visible model in friendliness, cooperation, attendance and availability.
- Collaborate with other staff members and ministries to ensure unity as an overall team displayed in attitudes as well as active ministry partnerships.
- Values and abide to the expectations of being a member of the church found in our Membership and Align the Team annual training.
- Participation in All-Church functions as well as global trainings that fall outside of the specific Job Description (Unite, Internal DiscipleShift, Harvest Fest, Easter weekend, etc.)

Qualifications and Required Skills

- Graphic Design skills and proficient on needed programs (Adobe Creative Suite, Canva, and similar)
- Working knowledge of the Real Life Ministries brand and the ability to apply it consistently
- Computer skills: typing, spreadsheets, emailing, design, Trello, etc.
- Highly organized, detail-oriented, and efficient in executing high-volume work
- Ability to take direction and revisions well, and to ask for guidance when a request needs creative judgment

Real Life’s Core Competencies, as defined in our 3 C’s document, necessary to succeed in this role:

Personal Responsibility: The expectation to take responsibility for personal actions and results, including the expectation to follow-through on projects and objectives.

Initiative: The expectation to take action and next steps independently of others’ instruction for the betterment of the whole.

Adaptability: The expectation and resilience to flex and adjust your perspective, approach, and/or plan in consideration of new information, challenges or opportunities with a positive attitude.

Receiving and Giving Feedback: The expectation to receive feedback by seeking it out, listening to understand and grow, and not to present excuses. To be able to control emotions, practice active listening, and make necessary adjustments for the betterment of the whole. To also give feedback with the desire to see others win, to celebrate the good and point out areas to improve or blindspots by presenting alternative solutions. Be kind, but clear.

Collaboration: The expectation to have team members and ministries share ideas, knowledge and abilities in order to accomplish a common goal together as an individual ministry and the church as a whole. No silos.

Spiritual Aspects of Job Requirements:

- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that “apart from Christ we can do nothing.” – Abiding in Christ.
- A shepherd’s temperament; servant-leader/mentor attitude and inclination.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at Real Life Ministries, must understand group dynamics and ensure effective consensus building and decision-making.
- Personal initiative and diligence, which produces follow-through in tasks.
- Solid biblical/theological convictions, which are aligned with Real Life Ministries’ Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church.

Physical Abilities required

- While performing the duties of this Job, the employee is regularly required to sit; use hands and arms to handle, feel and reach. The employee is frequently required to stand and occasionally required to climb or balance; stoop, kneel, or crouch. Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception

Disclaimer(s)

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
- Volunteering- Real Life Ministries has many volunteer opportunities. As an employee of Real Life Ministries, any time spent during your normal work hours or fulfilling your job description duties for the specific ministry area you are a part of will be considered hours worked and you will be compensated for those hours. If you desire to volunteer in another area of ministry within Real Life Ministries, and it falls outside of your normal working hours, you can do so by filling out an Employee Volunteer Acknowledgement Form and turn it into HR.

Employee Name: _____

Employee Signature: _____

Date: _____