

GRAPHIC DESIGNER*

Position Description

Department: Creative and Customer Engagement

Supervised by: Creative Director

Status: Exempt

Location: InterVarsity Press (Westmont, IL), open to remote or hybrid

To advance the purpose of InterVarsity, this position will create promotional material that effectively introduces titles into the marketplace and positively represents the IVP brand.

MAJOR RESPONSIBILITIES

Personal:

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world
- Have a strong of artistic sensibility and passion for visual communication
- Highly desirable to have a strong interest in nonfiction (specifically Christian) books

Design promotional material and book covers:

- Implement and uphold the visual identity and brand of IVP
- Design and produce visual communication resources, including but not limited to ads, brochures, catalogs, book covers, web, and social media graphics
- Gather information, research, and conceptualize visual treatments for assigned projects
- Collaborate with creative director, project sponsors, copywriters, and project coordinator
- Complete final output for assigned projects in necessary format (print or digital) per schedule

Contribute to the effectiveness of the team:

- Work to assure order and organization of systems, equipment, and Microsoft Teams work spaces
- Maintain the organization of design files and image archive
- Stay informed on trends in graphic design
- Be responsible for good stewardship of time, equipment, and materials
- Complete assigned projects within allocated time
- Maintain healthy relationships with team members and colleagues
- Provide and receive critical feedback on creative work
- Perform team administrative duties to support the work of the team
- Provide support to Creative Director as needed

Contribute to cross-departmental collaborations:

- Respond to e-mail inquiries, calendar invites and instant messaging
- Work in partnership with other teams on specified projects
- Attend conferences as necessary
- Schedule meetings as necessary

***This position description covers the requirements for a Graphic Designer position. IVP is also considering individuals who might be more experienced, in which case they would be considered for a Senior Graphic Designer role. A Senior Graphic Designer role will generally have at least 3 years of experience and worked on projects more complex in nature than those described in this position description.**

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's degree (Art or Design degree preferred)
- Design portfolio of recent graphic work
- Minimum of three years of graphic design experience
- Expertise in Adobe Creative Suite
- Animation and video editing is a plus
- Experience with HTML is a plus
- Photography experience is a plus
- Effective oral and written communication skills
- Be a self-starter and work independently
- Demonstrate initiative and problem-solving skills
- Strong organization and time management skills
- Ability to work well in a deadline-driven environment
- Commitment to excellence
- Demonstrates emotional and relational maturity
- Flexibility to attend the Urbana Student Missions Conference every six years, Dec 26-Jan 1, and National Staff Conference every three years (the year after Urbana), approximately Jan 2-7.

External Candidates: Please see instructions at ivpress.com/jobs to complete your online application and send your resume and cover letter to ivpcareers@ivpress.com. Please include a portfolio that includes recent creative work.

For Internal Candidates Only: Please download and complete the Internal Application Form and also send your resume to ivpcareers@ivpress.com

InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Teamwork:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)