



LANCASTER MENNONITE

FAITH • EDUCATION • COMMUNITY

Graphic Designer (Part-Time)

Summary of Position:

Lancaster Mennonite School is seeking a part-time graphic designer. The main functions of the Graphic Designer are (1) designing/laying out print: magazines, brochures, fundraising letters, enrollment materials, ads, social media graphics, and electronic media for internal and external communications, (2) Taking and editing photos, and (3) Filming and editing videos.

Qualifications:

- Demonstrated experience with use of Adobe Creative Suite, including InDesign, Photoshop, and Illustrator
- Experience with Microsoft Office and/or Google Docs programs
- Strong organizational skills and attention to detail
- Strong communication and interpersonal skills
- Works well independently and as part of a multi-functional team
- Professional writing/editing adapted for all media
- Photography and video skills (preferred)
- Has a passion for Mennonite education and is committed to the mission of Lancaster Mennonite School.

Duties and Responsibilities:

- Reports to the Director of Marketing & Communications
- Relates to Admissions, Advancement, and Administrative Teams and Faculty and Staff
- Graphic design
 - Design and manage development of Bridges alumni magazine 2x's per year
 - Design print and digital assets for admissions, advancement, and general school marketing and outreach needs in coordination with and guidance of others, such as:
 - Open House fliers and graphics
 - Email graphics
 - Website banner images
 - Social media post and ad graphics
 - Fundraising letters

- Special event logos and graphics
 - Postcards and Note cards
 - Print and online ads
 - Exports files and works with printers regarding print specifications
 - Develops materials on time and budget, and with minimal errors to ensure we don't experience additional charges/fees for changes or rush charges
 - Coordinates with the Director of Marketing regarding communication with printers regarding print specifications, pricing, delivery, etc. of the magazine and assigned print projects.
- Photography (as needed)
 - Taking photos at special events, like Homecoming, Gala, Extragive, etc
 - Taking photos for stories and news releases
 - Taking photos of students to use in promotion for Admissions
 - Editing photos for use in materials
 - Coordinating with Marketing Director, students and third parties on photoshoots
- Videography & Editing
 - Filming and editing videos for Fundraising events and appeals, and general outreach and promotion about our programs, campuses, etc.
 - Coordinating with Marketing Director, students and third parties on video shoots
- General Branding & Guidelines
 - Uses established school branding. taglines, and messaging conveying consistent public image, message, and tone.
 - Carries out other assignments necessary to enable LMS to meet communication and marketing goals.
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