

POSITION DESCRIPTION

CCCU MISSION STATEMENT

Our mission is to partner with members and ministries to help them become better stewards and achieve their financial goals.

VISION STATEMENT

Making a positive difference.

CLASSIFICATION:	PART-TIME WEB/GRAPHIC DESIGNER
FLSA STATUS:	NON-EXEMPT
REPORTS TO:	VICE PRESIDENT, MARKETING AND COMMUNICATIONS SENIOR VICE PRESIDENT, CHIEF OPERATING OFFICER
LOCATION:	SAN DIMAS
HOURS:	MONDAY - FRIDAY, 8:00am to 6:00pm (Flexible 25-29 hours per week) Management reserves the right to modify the work schedule as necessary.

GENERAL RESPONSIBILITIES:

The primary responsibility of this position is to assist Christian Community Credit Union to live out its Mission and Vision daily, in every member and/or staff interaction. This position is responsible for providing outstanding service in every service interaction. A key element of this outstanding service is to identify the needs of our members and recommend an appropriate solution that will help them become better stewards and achieve their financial goals.

The Part-Time Web/Graphic Designer is responsible for supporting the Marketing Department's operations including graphic design for marketing campaigns/promotions, Web site (internal and external), print and banner ads, collaterals and special marketing projects, as well as Marketing Customer Information File (MCIF) data reports and analysis to support the Credit Union's goals of offering quality and efficient financial products and services.

PRINCIPAL ACCOUNTABILITIES:

- Deliver outstanding service that meets the expectations of our Service Promises:
 - Honor God in how we serve you.
 - Exceed your expectations.
 - Appreciate our partnership.
 - Recognize your needs and recommend the best possible solution.
 - Treat your requests in a timely and confidential manner.
- Demonstrate enthusiastic support of corporate mission, core values and long-term objectives
- Comply with all regulatory requirements for financial institutions, including but not limited to Bank Secrecy Act, Anti-Money Laundering, USA Patriot Act, OFAC & Fair Lending Regulations
- Assist in the development, production and implementation of marketing campaigns
- Create promotional collaterals (print and online) including point-of-sale materials, advertising, brochures, videos, e-marketing, onboarding, and direct mail pieces, copywriting forms and presentations taking into consideration the Credit Union's brand, image and graphic standard
- Update the Credit Union's Website (internal and external) as a sales and delivery channel; design, create, maintain and update content of the Website, and support all marketing programs online
- Provide specifications to Web developers and other vendors to establish the overall look and feel of the Website

- Utilize knowledge of internet services, search engine optimization, and other resources to ensure information regarding the Website is up to date and accurate
- Perform other related duties as assigned

REQUIREMENTS:

Bachelor's Degree in Marketing, Graphic Design, Communications or a related field required

Minimum one year of marketing experience required

Strong knowledge of Adobe Photoshop, InDesign, Illustrator, Premiere, and Acrobat required

Strong knowledge of Microsoft Word, Excel and PowerPoint presentation required

Knowledge of other multimedia applications preferred

Ability to handle multiple projects and work in a fast-paced, deadline-driven environment

Ability to operate general office equipment such as a personal computer, scanner, copier, calculator or other similar machines

Good organizational skills

Strong writing and editing skills, including proper grammar and punctuation

Accurate typing of 40 wpm

Ability to lift up to 25 lbs

Ability to exercise confidentiality

Ability to work as part of a team

Regular attendance and punctuality

Professional appearance

English literacy

This job description is to be used as an employee guideline. Management reserves the right to amend this job description if necessary.

Classification Specification for:
Part-Time Web/Graphic Designer

Physical Requirements - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee:	Occasionally (up to 3 hours per work day)	Frequently (3 - 6 hours per work day)	Regularly (more than 6 hours per work day)
Sits			X
Stands	X		
Walks	X		
Bends neck or waist	X		
Twists neck or waist	X		
Stoops or kneels	X		
Uses hands to finger, handle or grasp			X
Repetitively uses fingers			X
Reaches, pulls or pushes below shoulder level	X		
Reaches, pulls or pushes above shoulder level	X		
Lifts and carries	Up to 25 lbs		
Talks	X		
Hears	X		
Sees			X
Drives a vehicle	N/A		

Work Environment - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Working Condition:	Description:
Mobility	Minimal
Noise Level	Minimal
Hazardous	Minimal

Acknowledgment

I certify that I received a copy of this Classification Specification and I have read and understand what is required of me to meet the performance standards of the job.

Signature:	Date:
Name (Printed or Typed):	