



Oklahoma Baptist Homes for Children (OBHC) is the largest provider of private, not-for-profit residential childcare in the state, serving over 200 at-risk youth and families at our four campus locations. Additionally, six Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

**OBHC Mission Statement:** The mission of Oklahoma Baptist Homes for Children is to demonstrate God's love by providing hope through empowering children and their families to follow Christ.

**Statement of Faith:** Oklahoma Baptist Homes for Children declares the Bible as the foundation for its faith and practice, and affirms as its confession of faith, the Baptist Faith and Message, as revised and adopted in 2000 by the Southern Baptist Convention.

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## Graphic Artist

**Job Description Summary:** The Graphic Artist will be responsible for the performance of his/her duties and will be appraised by implementation, consistency, quality and performance of his/her assigned duties toward empowering children and their families to follow Christ.

This non-exempt position is full time and the employee is expected to work the assigned full-time hours and will receive hourly compensation based on those hours. Oklahoma Baptist Homes for Children offers a competitive salary and, for full-time personnel, a compensation package which includes health insurance, life insurance, retirement and much more.

In accordance with Oklahoma Medical Marijuana and Patient Protection Act, this job is designated as safety-sensitive because of its requirement of '*the operation of a motor vehicle, other vehicle, equipment, machinery or power tools*' and is therefore exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

**Location:** Corporate Office, 3800 N. May Ave, Oklahoma City, OK

**Reports to:** Director of Donor Engagement

**Requirements:** *"For an overseer, as God's steward, must be above reproach." Titus 1:7a, ESV*

1. Profess that Jesus Christ is Lord and that Jesus is the only one true God, acknowledging that there is no salvation from sins apart from Jesus' death, burial and resurrection (Jn 14:6).
2. Believe the Bible is the holy, inspired and inerrant Word of God (2 Tim. 3:16).
3. Mature, Christian person that is actively involved in a Southern Baptist church or a similar evangelical church, upon approval of the President of OBHC (Heb. 10:25).

4. Believe and follow the 2000 Baptist Faith and Message as summarized in the OBHC Statement of Belief.
5. A firm commitment to the sanctity of human life (Ps. 139:13, 14) and biblical sexual purity in all circumstances (1 Cor. 7).
6. Concern for God's kingdom (Mt. 6:33), love for those served (Mt. 22:37-39) and a calling to OBHC (Ps. 90:16,17).

**Educational Requirements:** *“Do you see a man skillful in his work? He will stand before kings. He will not stand before obscure men.” Proverbs 22:29, ESV*

1. Bachelor's Degree in graphic design or related field.
2. Portfolio of completed works showcasing talent and skills.

We are a religious employer and we reserve the right to hire based upon religious preference pursuant to Section 702 of Title VII Civil Rights Act 1964.

**Job Responsibilities:** *“Whatever you do, work heartily, as for the Lord and not for men” Colossians 3:23, ESV*

- 1. Layout and Graphic Design:** The Graphic Artist is responsible for the design of OBHC materials, both corporate and event-related, as assigned by the Director of Donor Engagement. Communication and Coordination with the Engagement Team, Stewardship Team and Major Gifts Team and other development staff, appropriate campus administrator, HPC Director, and Corporate Office staff as needed. An attitude of open and positive communication is essential for this position.
  - A. Design within the boundaries of the OBHC Style Guide.
  - B. As part of efficiency in completing projects, be willing to learn and understand Smartsheet for project management.
  - C. Be highly proficient in Adobe Creative Suite. (InDesign, Illustrator and Photoshop) Candidates will be required to prove proficiency in these software packages.
  - D. Be highly skilled on PC.
  - E. Be proficient on Windows PC.
  - F. Work with supervisor to determine workload and deadline management.
  - G. Work effectively with OBHC staff to complete assignments in a timely manner.
  - H. Practice “clean” file-keeping and organization as per the OBHC file management guidelines.
- 2. Communicating with Print Shop and Mail House Professionals**

**Explanation:** Clear and assertive communication is necessary when working with the print shop. Communicating with the print shop requires precise technique and a humble, yet assertive willingness to work with others. Responsibilities include:

  - A. Learn and master the Print Production Process.
  - B. Packaging all fonts and links properly.

- C. Saving all design projects properly.
- D. Providing a hard copy of each project and possibly a sample stock piece if available.
- E. Managing and organizing all print shop order forms and receipts.
- F. Keeping an accurate record of all print jobs and their status.
- G. Following up on projects that are past due.
- H. Understand coordinating delivery of printed materials.
- I. Update printed materials as requested.

**3. Responsible for Reporting to Director of Donor Engagement with Christ-Like**

**Submission.** *“Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God.” Romans 13:1, ESV*

- A. The graphic artist is responsible to and under the supervision of the Director of Donor Engagement, for general duties, activities and projects.
- B. In the absence of the Director of Donor Engagement or designee, the graphic artist is to contact the Vice President of Development concerning general operations, serious incidents, and other factors and circumstances that involve the safety and welfare of the staff or clients in OBHC’s care.

**4. Demonstrates Christ-like Interpersonal Skills**

*“Only let your manner of life be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of you that you are standing firm in one spirit, with one mind striving side by side for the faith of the gospel,” Philippians 1:27, ESV*

- A. Models Christ-like behavior in word and deed in relationships with staff, donors, trustees, volunteers, men, women, children and families (1 Tim. 4:12).
- B. Responsible for exercising Christ-like confrontational skills (as they arise) while engaging in interpersonal relationships, beginning with one-on-one confrontation utilizing the D.I.S.C. profile as a guide for this confrontation (Mt. 18:15-17).
- C. Recognize and respond humbly to the differences in learning and communication styles, as well as cultural and philosophical perspectives of residents, families and staff while utilizing D.I.S.C. to better understand who they are and how to communicate to them (Gal. 3:28).
- D. Demonstrate biblical conflict resolution skills with residents, staff and family members, beginning with confession of personal responsibility in the conflict being addressed (1 Jn. 1:9).
- E. Actively pursues opportunities for fellowship, friendship and community-building with other staff members, remembering that each staff person is a brother or sister in Christ (Heb. 10:24).
- F. Recognize the emotional needs, family dynamics and other personal difficulties of the other staff members and respond with love and prayer (Jn. 15:12-14).

**5. Honor God’s Provision by Keeping OBHC Property Clean and Well Maintained**

*“So then each of us will give an account of himself to God.” Romans 14:12 ESV*

- A. Demonstrate and teach stewardship and ownership on campus/in the office by keeping allotted office space, office equipment, grounds, facilities, buildings and other resources/areas clean and picked up.
- B. Be proficient and use integrity in use of computer and other office equipment.

**6. Additional Responsibilities**

*“And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.” Colossians 3:17, ESV*

- A. Maintains appropriate attire as dictated by biblical commitment to modesty specific circumstances, activities and office procedures.
- B. Out of respect for the Lord and OBHC, maintain punctuality to office hours as scheduled by assigned supervisor.
- C. Time off for personal needs or requests of any type of leave must be arranged in advance with the immediate supervisor, demonstrating Christ-like respect for authority.
- D. Be available to represent OBHC in public meetings as per administrative request or by permission.
- E. Seeks proper administrative approval on all VISA and charge accounts when purchasing items needed on the campus/in the office.
- F. Make prayerful and wise financial decisions on purchases approved by administration. For example, purchase items on sale, in proper quantity and only necessary items.
- G. Upon receiving OBHC employee VISA statement, compile all receipts, documentation and information to submit within time designated by supervisor.
- H. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* section (VI., K) unless otherwise specified by the qualifications listed in this job description.
- I. Complete appropriate tasks as assigned by supervisor.

**Overtime:** This position is entitled to overtime (exceeding 40 hours in one work week) pay through the Fair Labor Standards Act. In the event the employee qualifies for overtime, he or she must have overtime hours approved by his or her supervisor before working those hours. Overtime hours will be submitted after the supervisor’s approval.