

ARCHDIOCESE OF CINCINNATI POSITION DESCRIPTION

POSITION TITLE: Graphic Designer, *The Catholic Telegraph* **EFFECTIVE DATE:** 1/2026

DEPARTMENT: Communication & Evangelization

POSITION SUMMARY:

The Graphic Designer is responsible for creating beautiful and compelling print and digital design solutions for *The Catholic Telegraph* and the Archdiocese of Cincinnati. The Graphic Designer will be expected to understand and safeguard the brand and graphic standards of the archdiocese and its various ministries, work reliably and collaboratively to deliver output on time and on budget, and stay current in the evolving field of design and design technology.

The Graphic Designer reports to the Editorial Director of *The Catholic Telegraph* and collaborates closely and productively with the entire staff of the Department of Communication & Evangelization. The Graphic Designer must be a model of professional conduct and always represent the Archdiocese of Cincinnati with honesty and integrity.

CREDENTIALS & EXPERIENCE:

1. A practicing Catholic in good standing with a solid understanding of the Catholic Church. Passion for the Catholic faith and sharing it with others.
2. Bachelor's degree in applied graphic arts or similar field from a four-year college or university.
3. 5+ years of work experience in a graphic design (including digital) role, ideally within a marketing, communications, or digital publishing department.
4. Technical excellence. Demonstrated proficiency in Adobe Creative Suite (including InDesign, Photoshop and Illustrator) and Microsoft Office (including Outlook). Experience in ad design for print and web, newspaper and/or magazine design and layout, creating and modifying vector graphics, typography, and style guide development.
5. Strong attention to detail.
6. Demonstrated ability to meet deadlines without daily oversight.
7. Collaborative and enjoyable; pleasant and responsive; builds productive and mutually-respectful relationships; creates trust.
8. Reliable. Attends to duties as expected and communicates any barriers or difficulties as quickly as possible.

REPORTS TO: Editorial Director, *The Catholic Telegraph*

DUTIES & RESPONSIBILITIES:

- 1.* Primary responsibility is the monthly layout and design of each issue of *The Catholic Telegraph* in a manner that attracts readers to the beauty, goodness, and truth of the Catholic faith. This must be completed on time utilizing the team production process and software.
- 2.* Design and create compelling graphic design solutions for editorial or advertising in *The Catholic Telegraph* (magazine and website), the annual archdiocesan *Directory & Buyers' Guide*, and the archdiocesan website and other digital channels. Execute and prepare creative designs for production in the appropriate format.
- 3.* Understand the brand and graphic standards of the archdiocese and its various ministries and ensure that all designs are consistent with those standards. Be a steward of the archdiocesan marks and graphic standards.
- 4.* From time-to-time, assist in providing design solutions for the various archdiocesan ministries as requested and prioritized by the Editorial Director.
5. Display a desire to maintain career-long learning and growth in the areas of design, technology developments, work processes, and media trends.
6. Actively participate in department and Pastoral Center priorities and activities, as well as perform any other tasks as assigned by the Editorial Director.

SUPERVISION RECEIVED: Supervised by the Editorial Director, *The Catholic Telegraph*.

SUPERVISION EXERCISED: Selected outside vendors.

***DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT:	Salary	7 hours per day	35 hours per week
	260 Days	12 months	

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date