



Position Posting: Graphic Designer & Marketing Coordinator
Location: Approved Remote Location
Type of Role: Full-time; Salaried/exempt
Date: December 2025

About TEAM: The Evangelical Alliance Mission is a global mission agency that partners with the global church to send disciples that make disciples and establish missional churches to the glory of God. We envision the church transforming our world.

Founded in 1890, TEAM workers serve in a variety of ministry roles including evangelism, church planting, community development, healthcare, education, social justice, missional business, and many other areas of global ministry. TEAM is both an equal opportunity employer and a faith-based religious organization. For this reason, TEAM hires only candidates who wholeheartedly and without reservation agree with and live according to [TEAM's Statement of Faith](#). TEAM staff thoroughly embrace the [purpose, vision, beliefs, and values of TEAM](#).

About the Role:

The *Graphic Designer & Marketing Coordinator* serves as a key leader within TEAM's Marketing Department, overseeing strategic marketing initiatives while actively executing creative campaigns across digital and print platforms. This role blends creative design, marketing strategy, project management, and technical expertise to effectively promote TEAM's mission and enhance its global presence.

Key Responsibilities include but are not limited to:

- Create emails, workflows, landing pages, and CTAs in MailChimp, and maintain campaign-specific contact lists.
- Develop landing pages, blog articles, forms, notifications, and links in WordPress and Mailchimp, and manage ongoing updates to TEAM's website.
- Maintain the relationship with the web management team to ensure optimal site performance and user experience.
- Maintain the TEAMtalk intranet site with up-to-date content and resources.
- Design social media graphics, posts, and videos, and schedule content across platforms to support ongoing campaigns.
- Maintain an organized online archive of all marketing materials and ensure all assets are current and accessible.
- Collaborate with departments across the organization to support their marketing goals, campaigns, and messaging.
- Review and/or schedule emails, social posts, or ads submitted by other departments in Mailchimp, or Meta Business Suite.
- Participate in planning and strategy sessions for cross-departmental initiatives
- Actively contribute to the creative direction and execution of TEAM's visual brand across all marketing deliverables, including brochures, flyers, email templates, and multi-page layouts.
- Oversee and manage multiple projects from concept to completion, ensuring deadlines, brand consistency, and quality standards are met.
- Provide quality control and feedback to ensure all content reflects TEAM's mission and messaging accurately.

Qualifications of the Role:

- Spiritually mature with a growing relationship with Jesus Christ
- Be a growing disciple of Jesus Christ, actively involved in a local church
- 3–5 years of experience in a marketing or creative role (e.g., Graphic Design, Marketing Coordination, or Art Direction)
- Bachelor's degree in graphic design or marketing preferred
- Strong skills in graphic design and layout; proficient with Adobe Creative Suite and Canva
- Experience with marketing automation platforms (e.g., Mailchimp), CMS platforms (WordPress), and intranet tools (SharePoint)
- Familiarity with social media trends, platforms, and scheduling tools
- Strong communication skills; capable of creating or guiding content strategy
- Exceptional project management and organizational abilities
- Collaborative, flexible, and detail-oriented with a commitment to excellence; teachable attitude and openness to feedback
- Previous experience in a nonprofit or missions-focused organization is a plus
- Ability to communicate clearly and professionally in English
- Comfortable working remotely and using office technologies; ability to focus on screen-based tasks for extended periods
- Ability to travel domestically, if needed

Disclaimer: The information in this document indicates the general nature and level of work to be performed. It is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this position. An employee may be required to perform other assignments not listed here.

Employment applications are available online at <https://the-evangelical-alliance-mission.apscareerportal.com/>

Inquiries may be made to:

TEAM - The Evangelical Alliance Mission | P.O. Box 969, Wheaton, IL 60187-0969
Human Resources | Human.Resources@TEAM.org