



JUNIOR GRAPHIC DESIGNER - MARKETING MISSIONARY

FY26-27 JOB DESCRIPTION

Job Title: Junior Graphic Designer - Marketing

Department: National Office - Marketing

Reports To: Director of Marketing

Status: Regular, FLSA non-exempt, salaried MPD, full time

Location: On site - National Office in Mendota Heights, MN

The Opportunity

In this role, the Junior Graphic Designer helps SPO bring the mission to life through clear, creative, and impactful visual communication. You'll design print and digital materials that tell the story of what God is doing across SPO's campuses, ensuring every piece reflects our charism values, brand voice, and mission-centered identity.

As part of a collaborative, idea-driven creative team, you'll work on campaigns, events, and projects that elevate SPO's visual presence and strengthen our evangelization efforts. This role offers hands-on experience in brand design, creative collaboration, and visual storytelling while growing in both professional skill and missionary identity.

Responsibilities

1. Brand Design and Visual Communication

- a. Design clear, compelling visuals that communicate SPO's mission and support evangelization, fundraising, and formation efforts.
- b. Ensure all communication and creative work aligns with SPO's Brand Guidelines, especially visual identity, color palette, typography, and visual tone.
- c. Develop design assets for print and digital use, including brochures, mailers, posters, social media graphics, event signage, and internal resources.
- d. Support the creation of materials for major events such as Fan Into Flame, Training, and benefit banquets.
- e. Execute creative briefs by developing professional-quality layouts that are visually dynamic and mission-centered.
- f. Design with clear visual storytelling that supports the mission.



2. Digital Design and Campaign Support

- a. Collaborate on digital campaigns by creating social media graphics, email templates, and website visuals that strengthen engagement.
- b. Design within Canva and Adobe Creative Suite, maintaining templates and shared assets for team-wide use.
- c. Partner with team members to ensure each campaign reflects SPO's Charisms, language, and tone.
- d. Contribute creative input to visual strategy discussions and campaign ideation.

3. Brand Stewardship and Collaboration

- a. Ensure SPO's visual identity remains consistent and fresh, exploring creative opportunities for new sub-brands and initiatives.
- b. Assist in managing SPO's digital asset library, ensuring past designs, images, and templates are organized and accessible.
- c. Provide basic brand and design guidance to staff, Missionaries, and Chapter Leaders as needed.
- d. Collaborate with other marketing roles and cross-departmental partners to support shared goals and ensure alignment across projects.

4. Personal Fundraising (Mission Partner Development)

- a. Introduce potential donors to SPO and invite them into financial partnership in support of your salary and the mission of SPO
- b. Build relationships with MPD donors and witness to them through regular communication, including newsletters and other updates
- c. Connect MPD donors to the broader SPO mission through invitation to events and other opportunities for partnership

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Abides by the Catholic Church's teachings on faith and morals, exemplifies standards of Christian conduct, and committed to living SPO's charism values.
- Strong visual design and layout skills, with an eye for detail and storytelling.
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign, After Effects preferred).
- Experience designing in Canva and maintaining team templates.
- Understanding of brand systems, typography, and color theory.
- Experience creating print and digital materials, demonstrated through a portfolio of work (professional, academic, or volunteer).
- Organized, detail-oriented, and dependable, with the ability to manage multiple projects in a fast-paced, deadline-driven environment.
- Flexible, proactive, and adaptable, with a positive approach to problem-solving.



- Collaborative team player with excellent interpersonal and communication skills.
- Ability to exercise good judgment and maintain confidentiality.
- Self-starter with a desire to learn, take initiative, and grow in the role.
- Commitment to excellence and continuous improvement with an eagerness to learn.
- Passionate about evangelization and discipleship.

Education & Experience

- Bachelor's degree or equivalent experience in graphic design, marketing, communications, or a related field.
- Campus ministry or university outreach experience, prior experience with SPO is preferred.
- A portfolio of design work is required (professional, academic, or volunteer).

Other Knowledge, Skills, & Abilities

- Familiarity with SPO's mission, charisms, and way of life preferred.
- Experience with print production and vendor coordination or a willingness to learn.
- Basic understanding of web and email design principles.
- Motion graphics or video editing experience is a plus but not required.
- Comfort with project management tools (such as Asana or Monday.com).
- Willingness to flex creatively as team and needs evolve.

Physical Demands

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, hear, and talk. The employee is regularly required to sit and use hands. Physical demands of travel are required. Attendance at events in various locations is required. Must be able to operate production equipment (cameras, lights, etc.) and be able to lift 50 pounds. Must be able to travel, attend events, and work in varied environments as needed.

Work Environment

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

The work environment for this position will operate in a variety of settings including working in an office at a computer and on the phone, attending office meetings, visiting the mission field, flying out



of state, driving a vehicle, attending events including Training events, staying overnight on business trips, etc.

An employee of SPO is expected to conduct oneself with responsibility, integrity, accountability, and excellence. That means communicating effectively and appropriately and always finding a way to be productive. They are expected to serve, act, and speak like a professional. This means working and behaving in such a way that others experience them as competent, reliable and respectful.

Salary and Benefits

SPO offers a competitive salary commensurate with experience and a generous benefit package including health, dental, HSA, Vision, life, disability and a 401k. The starting salary range for this position is \$21,616 - \$56,952 annually, with opportunity for growth and advancement.

As a regular full-time employee, you are eligible for benefits. These are currently as follows, but are subject to change at the discretion of SPO leadership:

- You are eligible to participate in SPO's high deductible health plan. There is an employee contribution each pay period of \$63.00 for a single person.
- If you elect to participate in our health plan, we will establish an H.S.A. in your name, and make an employer contribution of \$500.00 per year (monthly of \$41.67). You are also able to make pre-tax payroll employee deductions if you elect to do so.
- You are also eligible to participate in a suite of additional benefits including Life and AD&D coverage, Short- and Long-Term Disability coverage, Voluntary Life, Dental, and Vision.
- After meeting a one year of service requirement you will be eligible to participate in our SPO 401K Plan, which includes an Employer match of 100% of employee contributions up to 4% of the Employee's wage. The match is currently fully vested.
- You are eligible for paid time off throughout the year under our "Time Away from Work" policy.
- SPO will also cover your costs for training and will give you an allowance for the majority of travel costs to national training events. These allowances may vary depending on event, location, and gas/market prices.