



Graphic Designer

Hours: Full-Time (Salaried) — Level 10 position

Revised 5/21

Line of Authority: Responsible to GEMS Executive Director

Work Schedule: 40+ hours per week

Position Summary: Reporting to the Executive Director (ED), the Graphic Designer designs visual pieces for both internal & external audiences, across a variety of digital and print platforms.

SPECIFIC DUTIES

Design and Production

- Assumes responsibility for the overall design quality of GEMS publications.
- Creates visual communications to convey messages in an effective and engaging manner that is in alignment with GEMS brand standards. This includes club promotional materials, brochures, year-end appeals, donor correspondence, and other communication materials.
- Creates concepts for social media campaigns, curriculum projects, catalog, merchandise, and event resources and materials.
- Ensures all materials meet GEMS brand standards.
- Provides creative briefs and makes necessary arrangements with illustrators, photographers, and stock photography companies as needed.
- Maintains archives of both internal and contracted work.
- Ensures GEMS has the legal right to publish all images/text included in publications.

Website Design and Maintenance

- In collaboration with other GEMS staff, provides layout design and regular and routine maintenance for the GEMS Girls' Clubs website.

Computer Management

- Maintains a well-organized computer following easily-understood naming conventions.
- Ensures that all final files are saved and archived and safely stored.

Photography

- Participates in the organization and execution of photoshoots.
- Provides event photography or arranges for another photographer to be present, under guidance of the GEMS Executive Director.
- Catalogs photographs taken and builds a library so photos can be easily used at a later time.

General

- Attends and assists with other events as needed.
- Attends professional development opportunities, as requested.
- Other duties as directed by the GEMS Executive Director.

SKILLS

- Bachelor's degree (BA or BS) with a concentration in Graphic Design, Visual Communications, or similar from an accredited college or university.
- Industry Certification desired, such as: Certified Graphic Designer (CGD), Adobe Photoshop Certification, Digital Media Certification, etc.
- Minimum 2 years demonstrated experience in graphic design/visual communications required; experience with UI/UX strongly preferred. Must submit portfolio or link to work.
- Must have strong working knowledge of common graphic design technology including Mac and Adobe Creative Suite (Photoshop, Illustrator, InDesign, LightRoom and Premium Pro); also required strong working knowledge of printing processes and technologies.
- Must be creative and have a demonstrated sense of graphic design, special design, visual composition, and color appropriate to the design specs and desired impact.
- Illustration skills a plus
- Knowledge of children's and young adult publishing field a plus

NECESSARY ATTITUDES

- Be a fully-devoted follower of Jesus Christ and possess a passion to see His Kingdom grow
- Be dedicated to the goals and overall ministry of GEMS Girls' Clubs
- Must be a systematic, organized, self-motivated, problem solving individual
- Able to consistently meet deadlines and work in a fast-paced environment
- Ability to provide clear communication with strong skills in written and verbal communication.
- Collaborative approach to projects; values the team approach; excellent interpersonal skills.
- Continuous learner who thrives in a learning environment and culture of change.