

JR GRAPHIC DESIGNER

Part-Time Paid Position



SUMMARY DESCRIPTION

Seeking a creative, organized and detailed individual to work on a part-time permanent basis to create appealing fresh conceptual designs to support the organization. You must be comfortable working independently and within a collaborative environment to meet tight deadlines while maintaining clear communication on project status and conceptual design strategy.

REPRESENTATIVE DUTIES

- Create appealing, fresh conceptual designs
- Ability to review data and content and build visual infographics to support and communicate effectively
- Support social media strategy for post engagement (content, graphics)
- Edit and create presentations with brand appeal
- Design implementation knowledge for campaign strategy and support (print, online, signage, point of purchase, direct mail, email marketing, blog, social media, video production, promotional)
- Excellent written communication, editing, and proofreading skills
- Attentiveness to detail and deadlines
- Working knowledge of graphic design and document design principles
- Ability to work independently and collaboratively
- Proficiency with design programs
- Understanding of preparing print ready files/file formats/print process
- Basic understanding of video editing and preparation (training available)
- Basic understanding of Wordpress
- Basic understanding of file sizes for various channels and platforms
- Ability to assist with photography for use in design elements
- Basic knowledge of website design (banners, ads, containers, content updates)
- Basic knowledge of email marketing and direct mail
- Develop print, signage and website content as needed, creating and updating marketing materials, and assisting with maintaining the ADRN brand in all materials
- Ability to multitask, meet tight deadlines, manage large workloads, and be productive in a fast paced office environment is necessary
- Candidate must also be able to complete tasks with minimal micro-management in an organized and timely manner
- Candidate must create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts

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QUALIFICATIONS

- Associates or B.A. degree in Communication Arts, Graphic Design, or related field.
- Two or more years of relevant experience working on design projects or with a team
- Knowledge of InDesign, Photoshop, Illustrator, Acrobat, Video Editing programs and/or MS Project software (Xcel, Word, PPT)
- Excellent document design and graphic design skills
- Editing, copy writing, proofreading and journalism skills
- Photography experience (not required, but helpful)
- Video editing (not required, but helpful)
- Social Media coordination or general knowledge of post management
- General knowledge and understanding of web design (Wordpress)
- Understanding document formats, archiving and organizing an image/file database

APPLY WITH REQUIRED DOCS

- Resume required
- 5-7 examples from work completed in last 2 years (online, campaign, print, social media, video, photography, content, etc)
- [Submit documents online here](#) (upload portfolio PDF (med res) or portfolio url and resume)

ETHICAL STANDARDS

ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and Biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN's Statement of Faith. The authority for making determination of these standards for ADRN shall be the Board of Directors working in consultation with the Executive Director, applying their interpretation of the standards set forth in the Bible.