



# ADRN SENIOR GRAPHICS DESIGNER

## Who we are:

ADRN is a 501c3, not-for-profit Christian ministry organization responding to those affected by disaster. Please visit [ADRN.org](http://ADRN.org) for more information.

## Job Summary:

Seeking a creative, organized and detailed individual to work on a full-time permanent basis to create appealing fresh conceptual designs and strategies to support the organization in the areas of fundraising, disaster relief, volunteer outreach, church networking, public events, survivor stories and more. Providing support as a manager over the graphic design team, 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.

## Duties and Responsibilities:

- Create appealing, fresh conceptual designs
- Ability to review data and content and build visual infographics to effectively communicate the story behind the statistics
- 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 (Adobe Creative Suite)
- Understanding of preparing print ready files/file formats/print process
- Basic understanding of video editing and preparation (training available)
- Basic understanding of WordPress
- Understanding of file management (sizes for various channels and platforms)
- Ability to assist with photography for use in design elements and story-telling
- Basic knowledge of website design (banners, ads, containers, content updates)
- Basic knowledge of email marketing and direct mail
- Ability to develop print, signage and website content as needed, creating and updating marketing materials, and assisting with maintaining the “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 and support team progress in this managerial role

- Candidate must create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts and provide support to keep team on track within scope of projects

### **Positions Requirements:**

- Bachelors of Arts degree in Communication Arts, Graphic Design, or related field.
- Three 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)
- Proficient on a MAC
- Excellent document design and graphic design skills (typesetting, photography)
- 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) and editing
- Understanding document formats, archiving and organizing an image/file database
- People friendly with ability to work between departments and with project leads
- Ability to report on a regular basis to Marketing Communications Director with updates on team status in the area of project timelines, progress reporting and achievements
- Must have excellent presentation skills
- Excellent customer relations skills - ability to handle critiques/changes in direction, new project initiatives while providing a positive experience for all internal/external parties involved
- Excellent work ethic and passion for the creative process

### **APPLY WITH REQUIRED DOCUMENTS:**

- 5-7 examples from work completed in last 2 years (online, campaign, print, social media, video, photography, content, etc.)
- Submit documents and resume to: [HR.ADRNTX.ORG](mailto:HR.ADRNTX.ORG)

### **Organizational Expectations of Staff**

- Follow organizational policy, procedures and practice culture of honor within one another
- Communicates clearly with peers, co-workers, and team members
- Sets the tone on reliability, attendance, high performance standards and what it means to be an I AM Ready Christian, emotionally, spiritually and physically to all staff and volunteers

### **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.