



UDRN Graphic Designer Job Description

JOB SUMMARY:

The United Disaster Relief Network (UDRN) represents the national division of the Austin Disaster Relief Network (ADRN), comprising over 190 Greater Austin churches and thousands of trained volunteers bringing hope into crisis. ADRN's network enables and empowers church members to organize, prepare, mobilize, and respond quickly in the event of a disaster, great or small. Utilizing ADRN's successful model of disaster response, UDRN's primary function is to train, equip, and inspire other cities across the nation in launching Disaster Relief Networks.

UDRN is looking for a talented, creative Graphic Designer who can develop effective solutions to engage various audiences through beautiful designs, print and electronic. Designer must know how to be innovative yet practical. Must be motivated to explore and challenge themselves to stay on top of trends in technology and social media platforms. They must be able to complete projects with minimal management in an organized and timely manner. Must be highly conceptual with strong typographic sensitivity, and know how to execute files for print, media and online use. Designer must be responsible for maintaining the company's visual brand elements and guidelines within their work.

RESPONSIBILITIES:

- Responsible for creating and executing design concepts or updating design materials in both print and digital environments.
- Participate in projects from initial concept design, to final production, and guidelines documentation.
- Determine the most appropriate methods to meet deadlines. Areas of work may include: creating design elements for website, landing pages, marketing collateral, templates, slide decks, training materials, event displays, visual social media content, and more.
- Work with internal teams as design needs arise.
- Actively support the critical priorities of UDRN.

QUALIFICATIONS:

- Bachelor's degree in Graphic Design or related field.
- Minimum of 2+ years of experience (1-year experience working in WordPress/CSS).
- A portfolio of work exhibiting strong aesthetic sensibilities and design skills.
- Must have excellent written and oral communication skills.
- Demonstrated knowledge and understanding of branding.
- Strong typographic sensitivity.
- Ability to work on multiple projects with varying deadlines.

- Ability to consistently meet project deadlines.
- Strong production skills and mastery of Adobe Illustrator, InDesign, and Photoshop.
- Proficiency with Keynote, Microsoft PowerPoint, Microsoft Word and Apple Pages.
- Resourceful and innovative problem solving skills.
- Highly collaborative, and thrives in a fast-paced environment.
- Experience with WordPress is required.
- Experience with HTML and CSS.
- Videography and Photography skills a plus.

WORK ENVIRONMENT

- This is a remote position. Must be willing to travel to corporate headquarters minimally one time every 4-8 weeks. This role is a minimum of 40 hours per week.
- The physical demands of the job are those typical of an office environment.
- Employees may be asked to participate in field response efforts when the organization is supporting active disaster responses.

Organizational Expectations of Staff:

- Handle all conflicts through biblical conflict resolution.
- Learn, understand and embrace UDRN culture, spiritual history, UDRN vision, and mission statements, and I AM Ready™ and Life-Sustaining Church™ programs.
- Seek God's face, read His Word, and be led by the Holy Spirit.
- Communicate clearly with peers, co-workers, and team members.
- Set 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 volunteers.
- Spend minimally one planned, full day per month away from the office, seeking God's face for direction, guidance, support, and relief for the role. Spend time in the word and prayer with God for spiritual instruction, growth, and rest.
- Attend all of UDRN's emotional, spiritual, and physical training to understand the depth of what UDRN offers.
- Fulfill a minimum of 40 hours per week, during regular office hours. Additional hours will be expected from time to time, including during active disaster response efforts.
- Attend Thursday morning All Staff Prayer and All Staff Meetings at HOPE Prayer Center, as well as fulfill other staff expectations. Follow organizational policy, and procedures and practice our culture of honor with one another.
- Willingness to accept our Statement of Faith.

ETHICAL STANDARDS:

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

Work Authorization

Employees must be authorized to work in the United States under Federal requirements.

Other Duties

Note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

Send resume to: HR@ADRNTX.ORG