



## Position Description

Position Title: Graphic Designer

Reports To: Director of Marketing & Communications

Type of Employment: Full Time

Status: Hourly (Non-exempt, eligible for over time)

### Position Summary

Tohono Chul seeks a creative team player and visual problem solver with a passion for creativity and design in a fast-paced environment. The graphic designer will be responsible for ensuring consistency in style guides and templates to ensure the integrity of Tohono Chul's brand. This position includes both maintaining and updating current design work and conceptualization, design, creation and production of internal and external marketing and promotional materials for Tohono Chul and its diverse programs.

### Essential Duties and Responsibilities

- Maintain brand consistency across all mediums
- Create eye-catching graphics and engaging designs
- Design, layout and produce posters, print and digital advertising, brochures, newsletters, invitations, signage and other collateral and distribute as needed.
- Update, edit and reprint existing promotional materials as needed
- Support content management for website
- Edit and manage photography and design resources
- Work with various printers, agencies and vendors on marketing and program collateral
- Support Director of Marketing in supervising volunteers and interns as needed
- Other duties as assigned.

### Knowledge, Skills and Abilities

- Time management skills: Prioritize, multi-task and meet tight deadlines
- Excellent communication abilities, written and oral
- Attention to detail to ensure work is accurate and error free
- Strong conceptual and creative skills
- Able to work well in a collaborative team environment
- Able to accept guidance from leadership on project concepts and details
- Technological problem solving
- Photography and videography experience

### Minimum Qualifications

- Bachelor's Degree in Fine Arts, Graphic Design, Web Design or related field (or equivalent education and experience)
- Four or more years of related design experience

- Possess professional graphic design portfolio
- Knowledge of current design trends and practices for print and digital applications
- Proficient working with Mac and knowledge of PC programs and environments
- Technical proficiencies in Adobe Creative Suite: Photoshop, Illustrator, InDesign and Microsoft Office Suite
- Knowledge of website development using WordPress platform (HTML and CSS a plus) and good understanding of social media space
- Experience with direct mailers, large format printing, and digital and screen printing
- Must be energetic, confident, motivated and meet all physical requirements of the position

### **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 exposed to extensive visual contact with computer monitor and extended sitting. The ability to see details at close range and to match and detect differences between colors, including shades of color and brightness. The employee frequently is required to walk; climb or balance; stoop, kneel, or crouch; and talk or hear. The ability to make precise coordinated movements of fingers of one or both hands to grasp, manipulate, or assemble very small objects. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds, anything greater should be done with assistance.

### **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. While performing the duties of this job, the employee is regularly exposed to extensive visual contact with computer monitor and extended sitting. Employee work might take them outdoors in both warm and cool weather.

### **To Apply**

Submit resume, cover letter, and link to digital portfolio via email to:

Penny Poynter, Director of Finance and HR

[ppoynter@tohonocho.org](mailto:ppoynter@tohonocho.org)