



GRAPHIC DESIGNER JOB DESCRIPTION

Position:	Graphic Designer
Department:	Media Department
Accountability:	Director of Media
Job Status:	Full-Time
Classification:	Salary, Non-Exempt

GENERAL DESCRIPTION:

The Graphic Designer is accountable to the Director of Media for the provision of a variety of design work. The Graphic Designer must have intermediate to advanced graphic design skills to assist with advertising and internal materials including but not limited to flyers, brochures, manuals and company forms. Additionally, this position is responsible for the DCS website, video production and social media including email campaigns as needed. The Designer is responsible for producing and executing creative solutions from concept to completion and will be exposed to a diverse range of projects with growth potential.

The Graphic Designer must have a thorough understanding of the right balance between business, design, project development and consultation, meeting requestor deadlines and serving our agencies' brands purpose and mission.

ESSENTIAL JOB FUNCTIONS:

The Graphic Designer must possess in-depth knowledge of the creative brief and research process, hierarchy of typography, logography, iconography, color theory, layout design, texture, acronyms and file formats.

- Takes a design "brief" to record requirements and requestors needs
- Generates clear ideas, concepts and designs from beginning to end
- Schedules project development and implementation and creates a timeline for each project
- Creates branding projects from the ground up; develops campaigns and provides quality art and creative direction for flyers, brochures, company manuals, forms, website content, video logs, and other media projects
- Works with a wide range of media and graphic design software programs
- Amends final designs based on requestors comments for final approval from Director of Media
- Saves files to computer in an organized and visually friendly manner following standard naming conventions and instructions
- Stays on top of the latest standards, changes and trends in the graphic design field by attending workshops, reviewing professional publications, participating in professional societies, and other resources
- Uses creativity, versatility, conceptual/visual ability and originality

- Works collaboratively with other designers to ensure a consistent, integrated brand perception and user-experience
- Collaborates with a cross-functional team that includes staff, supervisors and executive team
- Documents and maintains daily task reports

OTHER JOB FUNCTIONS:

- Performs video pre-production including scripting, storyboards and authorization plan
- Performs video production including filming and art direction
- Performs video post-production including adding captioning, audio and effects
- Utilizes photography skills with indoor/outdoor studio experience including Adobe Photoshop and Adobe Lightroom applications
- Creates social media postings with use of graphics and taglines
- Troubleshoots basic equipment malfunctions

QUALIFICATIONS:

Education

- Bachelor's degree in graphic design and/or web design required

Experience

- Minimum three years of professional experience designing brand identities, grid systems, editorial layouts and applications including Adobe Creative Cloud for publishing and digital materials, preferably in a nonprofit setting
- Graphic Design experience (print, web, other)
- Knowledge of Apple and PC Workstations
- Knowledge of multimedia and video production preferred
- Experience building files for both print and digital
- Final Cut Pro and Motion experience, a plus
- Social Media monitoring and marketing experience, a plus
- Expert understanding of multimedia design
- Experience creating compelling marketing materials to drive campaigns

Skills

- Demonstrable graphic and web design skills and a strong portfolio
- Knowledge of industry leading software and technologies (InDesign, Illustrator, Photoshop, Word, Excel, Outlook, and other software programs)
- Expert level skill in Photoshop, Illustrator, InDesign and other relevant design tools
- Manage and prioritize multiple projects at one time and remain flexible through multiple revisions at the same time paying attention to detail
- Self-learning, able to learn new tools quickly and work in a fast-evolving environment
- Excellent organizational skills, a must
- Expert craftsmanship skills: mounting and cropping
- Effective written and verbal communication skills
- Ability to interact, communicate and present ideas clearly
- Professionalism and understanding of costs and deadlines

- Well organized, responsible and dedicated
- Ability to follow instructions

Other

- Self-starter who is punctual, has reliable transportation and is willing to learn and grow with DCS

AT-WILL: Employment with DCS is an “At-Will” relationship. DCS is an Equal Opportunity Employer.

BENEFITS:

DCS offers a comprehensive employee benefits package that includes medical, dental, vision and life insurance. DCS also provides each employee the option to contribute to a 401 (k) retirement plan and flex medical savings plan.

OTHER BENEFITS

In addition to the benefits mentioned above, DCS offers:

Paid Personal Time

Paid Sick Leave

Paid Vacation Time

Paid Holiday

APPLICATIONS DEADLINE: **Open Until Filled**

Submit resume and cover letter to:

Human Resources

Deaf Community Services of San Diego, Inc.

1545 Hotel Circle South, Suite 300

San Diego, CA 92108

Fax: (619) 398-2444

Email: hr@dcsosfd.org

DCS is not accepting unsolicited assistance from search firms for this employment opportunity. Please, no phone calls or emails. All resumes submitted by search firms to any employee at DCS via-email, the Internet or in any form and/or method without a valid written search agreement in place for this position will be deemed the sole property of DCS. No fee will be paid in the event the candidate is hired by DCS as a result of the referral or through other means.