



Graphic Designer

*Communications Business Specialist Unit
Exempt*

Reporting Structure:

The Graphic Designer reports to the Senior Graphic Designer, Communications

Qualifications

Degree in art or graphic design or equivalent professional experience and/or relevant studies in art and design required. Minimum of two years relevant experience required. A comprehensive understanding of an association's visual needs, both in print and online, is necessary. Advanced skills in Adobe Photoshop, Illustrator, InDesign, and After Effects required. Strong typographic sensibility desired. Possess superior interpersonal, written, and oral communication skills. Some experience in marketing helpful. Attention to accuracy and administrative detail imperative.

Key Responsibilities

- Conceptualize, design, and produce printed and electronic materials, including animation, that comply and enhance the association's image, products, and services
- Follow quality control processes and outcomes for all Communications Business Unit products and projects specifically for visual design and branding
- Maintain adherence to style/branding guidelines on all pieces developed in-house
- Collaborate with the Senior Graphic Designer, Director, Creative Services and Digital Communications, Digital Content staff, and others on video production for clients
- Contribute to team effort by accomplishing related results as needed

Specific Duties

Quality and Design

- Design and produce high-quality graphics requested by business units as assigned by Senior Graphic Designer
- Develop schedules, coordinate with clients, work with external vendors including bids on project pricing and delivery, production of files for print and/or online, and steer jobs through the approval process
- Initiate innovations and improvements (with the approval of the Senior Graphic Designer and the Director, Creative Services and Digital Communications) especially in areas of graphic depiction of brand and in the production process
- Work with Senior Graphic Designer, Director, Creative Services and Digital Communications, and Senior Manager, Strategic Messaging to produce ads for print publications, website, email products, and apps
- Offer training/technical assistance on graphic material submissions
- Contribute to scheduling and tracking of production and data on projects

Please submit your resume, cover letter and salary, expectations through one of the following options:

- **Email:** Attach a Word document or copy and paste your cover letter and resume and send to employment@entnet.org.
- **Mail:** AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- **Fax:** 1-703-683-5100



- Conceptualize and present creative design ideas to clients and association leadership
- Manage multiple projects simultaneously from start to finish
- Use skills in a variety of multimedia and creative technologies such as: Adobe Creative Suite (Photoshop, InDesign, Illustrator, Dreamweaver, Acrobat, Premiere Pro, AfterEffects), Drupal, Word Press, High Road Solution email marketing technology suite, and Microsoft Office

Other

- May participate on an internal team, either through formal assignment, or on an ad hoc basis
- Consistently demonstrate courteous, cooperative, and helpful behavior to all contacts, internal and external
- Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either orally or in writing
- Some travel may be required.

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