



Graphic Designer

*Communications Business Specialist Unit
Exempt*

Reporting Structure:

The Graphic Designer reports to the Director, Creative Services, 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, and InDesign 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. Review and proofread all materials for accuracy, attention to detail, and adherence to established design standards before finalizing.
- Collaborate effectively with the Program Manager, Digital Content & Multimedia, Graphic and Motion Designer, Director, Creative Services, Communications staff, and others to ensure cohesive and integrated design solutions.

Specific Duties

Quality and Design

- Design and produce high-quality graphics requested by business units as assigned by Director, Creative Services.
- 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 Director, Creative Services) especially in areas of graphic depiction of brand and in the production process.
- Work with Graphic and Motion Designer; Program Manager, Digital Content & Multimedia; Director, Creative Services; Senior Manager, Web Content; and Strategic Messaging, Program Manager to produce ads for print publications, website, email products, and apps.
- Offer design expertise, recommendations, and guidance to stakeholders to enhance the visual appeal and effectiveness of content.

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



- Contribute to scheduling and tracking of production and data on projects.
- Conceptualize and present creative design ideas to colleagues and leadership.
- Effectively manage multiple projects simultaneously, meeting deadlines and maintaining high-quality standards in design production.
- Actively contribute to Communications team meetings, staying informed about ongoing initiatives and contributing design insights.
- Use skills in a variety of creative technologies such as: Adobe Creative Suite (Photoshop, InDesign, Illustrator, Dreamweaver, Acrobat, Premiere Pro, After Effects), Word Press, High Road Solution email marketing technology suite, and Microsoft Office or a willingness to learn.
- Serve on AAO-HNS/F committees and task forces as assigned.
- Travel as required.

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.

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