

JOB DESCRIPTION

Graphic Designer, Media and Communications

Department: Media and Communications

Travel: None

Location: Remote or Naperville, IL

Reports To: Rachael Powell

FLSA Status: Contractor

Version Date: January 2018

Summary:

Passages is an organization which offers Christian college students a life-changing 9-day excursion through Israel. As the Passages graphic designer, you can expect to gain hands-on design experience. Working alongside our team, you will help with creating layouts for various print and web materials, editing photos and video, creating templates, and maintaining the overall integrity of the Passages brand. In considering our college-age audience, you will need to possess graphic design fundamentals, a strong sense of current design trends, and be self-motivated while working well with our tight-knit, fast-paced team.

Job Duties and Responsibilities:

A day in the life of our graphic designer consists of a variety of on-brand print and web projects. It is key to maintain visual consistency and design within the Passages brand guidelines, while still offering a fresh perspective when applicable. You will work closely with and report to the Media & Communications Director and the Managing Director depending on the specific project.

Responsibilities include:

- Photo and video editing/retouching
- Design and update various print material, including brochures, magazine layouts, infographics, posters, stationery, etc.
- Design various digital/web assets, including social media posts, images, gifs, email templates, etc.
- Help design various swag and giveaway items
- Help curate and organize our continually growing library from our student's trips to Israel
- Create compelling presentations using Keynote and Powerpoint
- Help create various hand-lettered elements when needed
- Contribute valuable design insight and perspective
- Research and share new trends and techniques in all aspects of the creative and production processes
- Other projects as assigned

Qualifications/Skills:

What we are looking for:

- Great time management and self-discipline in order to work remotely.
- Good listener, able to take constructive direction, and comfortable with asking thoughtful questions for clarity and discovery.
- Passion for design, travel, and cultural experiences.
- Confidence in presenting ideas and ability to influence.
- Attentiveness to detail and following instruction.
- Ability to work remotely with flexible hours, totaling approximately 8-10 hours per week.

Required practical qualifications:

- Currently pursuing or recently completed a Bachelor's degree in graphic design (Because our audience is college-age students, having a personal college experience is essential to this role) and maintaining a solid GPA.
- Demonstrate a working knowledge of composition and layout, color, typeface selection, and other fundamentals of design.
- Possess or have access to a Mac computer with the latest OS.
- Proficiency in design software including the Adobe Suite (Indesign, Illustrator, Photoshop, Acrobat Pro), as well as Microsoft Office (emphasis on Powerpoint), Keynote and Canva.com.
- Demonstrate strong typographical knowledge and skill, both in minimal use cases and long-form projects, such as magazines and multipage brochures.
- Comfortable using video editing programs such as Final Cut or AfterEffects, etc.
- Basic knowledge of various file formats in preparing print versus web files.
- HTML and web design knowledge is a definite plus.
- Illustration and hand lettering skills are an excellent bonus.

How to Apply:

- Send the following items to rachael@passagesisrael.org with the subject line reading "Passages Graphic Design Job":
 - A link to a strong online portfolio of your best student and/or professional work.
 - A single page, letter-sized resume with your current/past education and any other design and/or other work experience. PDF format.

- o A single page, letter-sized cover letter demonstrating your passion for design and why you'd be a good fit for this role. Please incorporate the [Passages logo](#) somewhere in your designed cover letter. PDF format.

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Passages reserves the right to change this job description and/or assign tasks for the employee to perform, as deemed appropriate.

In accordance with federal, state and local law, Passages provides equal employment opportunities (EEOs) to all employees without regard to race, color, religion, sex (including sexual orientation or gender identity), national origin, age, disability, pregnancy, childbirth or related medical conditions, citizenship status, service member status, genetic information or any other category protected by law. Passages also affords EEOs to all employees defined by characteristics protected under company policy. In addition to federal law and company policy requirements, Passages complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has employees. This EEO policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.