



Position: Graphic Artist
Reports to: Chief Communications Officer
Authorized by: CEO
Effective: June 2022

Overview:

The Graphic Artist reports to the Chief Communications Officer (CCO). S/he works closely with the CCO and Communications Team to ensure the graphic design and branding needs of the department and wider organization are met with efficiency, accuracy, and creativity. The Graphic Designer's scope of work includes the full process of defining requirements, visualizing and creating graphics while adhering to brand standards and best design practices for both digital and offline media. To be successful in this position, s/he will be a self-starter, and team player capable of delivering brilliant creative ideas that capture attention and communicate complex concepts and messages effectively.

Job Responsibilities:

General Duties:

- Create visual concepts and graphic designs to promote and communicate the organization's work, projects, desired messaging, goals and community impact etc. This includes ensuring preparation approval and delivery of artwork to the end user.
- Provide graphic design and creative services for the organization and its social enterprises and partner entities. This includes, but is not limited to, illustrations, logos and brand guidelines, layouts, website and presentation graphics, booklets, brochures, ads, social media graphics, signage, product packaging and marketing collateral.
- Evaluate design project needs and conduct independent research to determine and give input on design requirements and production costs.
- Produce visuals, graphic design, and rich media work that is effective, inspiring, and creative.
- Manage the department's graphic design schedule to meet strict deadlines and ensure efficiency and an organized, prioritized workflow.
- Work with vendors and service providers to facilitate the design and production process. Where necessary, coordinate with outside agencies, art services, web designer, printers, and colleagues on projects.
- Proof and review final design layouts ensuring proper use of grammar and spelling and adherence to brand standards, and approval from the CCO.
- Provide the visual and digital assets to facilitate the development and implementation of innovative and creative communications, pr, marketing and social media campaigns for the organization and its social enterprises.
- Participate in creative brainstorming, and market research to inform design concepts and contribute to team assignments.
- Support the Comms Team on tasks, creative projects, and activities as assigned.
- Any other duties assigned by the CCO.

Qualifications / Skills:

- A degree in graphic design or related field, or suitable work experience as a graphic designer with a strong design portfolio as proof of skillset.
- Demonstrable graphic design capabilities and excellent written and oral communication skills.
- Proficiency with required desktop publishing tools, including Photoshop, Adobe, InDesign Quark, and Illustrator etc. Experience with computer-aided design is a plus.
- Effective time management skills and the ability to meet deadlines and work efficiently in a fast-paced environment with competing deadlines
- Must have a keen eye for visual composition and aesthetics with the ability to pay close attention to detail.
- Good understanding of marketing, production, website design, corporate identity, product packaging, advertisements, and multimedia design concepts.
- Basic digital photography and photo editing skills.
- Must have a positive disposition, “can do” attitude and good interpersonal skills.
- Must be a self-motivated team player with the ability to “own a task,” and drive results whether working individually or within a team.
- Must be well groomed and a highly organized individual.

Eligibility:

- Must be a citizen of The Bahamas, currently living on or willing to immediately relocate to Eleuthera.
- Resumes or CVs must be emailed to resumes@oneeleuthera.org with the candidate’s name and desired position in the subject line. E.g., Sarah Smith – Graphic Artist
- Deadline: June 24th, 2022