

# Graphic Designer

## Part-Time, Remote Contractor

Closing Date: September 21, 2023

You're an experienced Graphic Designer and you're ready to join our women-led social impact creative agency. We're a small, highly collaborative, remote team base in the US. Our business model is long term relationships with purpose-driven clients. We contribute to publication design, promotional materials, website design, and other visual stories that amplify, educate, and inspire. We manage deadlines, client calls, and share intentional feedback. We're passionate about supporting dynamic Native-led organizations. Plus, our awareness of accessibility standards ensures we're designing for all kinds of minds.

**Phase 1 | Month 1-3** About 10 hours/week, starting rate \$45/hour

**Phase 2 | Month 3-12** About 15 hours/week, \$60/hour based on performance

### Responsibilities

- Collaborate virtually with clients and internal teams; manage multiple projects concurrently.
- Create or uphold unique brand identities. Ensure consistency in typography, color schemes, logos, and overall style to maintain cohesive presences.
- Implement accessible design concepts and ADA requirements.
- Design print and digital publications like brochures, reports, and guidebooks.
- Design promotional materials for events or programs like posters, flyers, and social media graphics, to communicate event details and drive participation.
- Create presentations or campaigns that effectively communicate key messages.
- Utilize visual storytelling techniques to convey complex information clearly.
- Design engaging educational materials, like infographics, online courses, or videos.
- Collaborate with the team to support responsive and accessible website designs.
- Incorporate instructional design principles for organized and accessible content.

### Requirements

- Proven experience as a graphic designer (two+ years), showcased with a portfolio in branding, layout design, event marketing, illustrations, logo design, or websites.
- Experience working remotely and managing projects independently. Excellent communication and collaboration skills for work with diverse teams. Availability for meetings over Zoom.
- Strong attention to detail and the ability to meet project deadlines.
- Familiarity with ADA accessibility guidelines and their importance.
- Solid understanding of typography, color theory, and layout principles.
- Proficiency in Adobe graphic design tools.
- Knowledge of event marketing & curriculum design principles.
- Proficiency with tools like Premiere Pro, Basecamp, Zoom, Slack, Google Workspace, Harvest, Canva, Wix, and WordPress is a plus. Or, a true willingness to learn technology, utilize project management tools, and track hours!
- Education in graphic design or communications are a plus.
- Understanding of tribal sovereignty in the United States and the dynamic commitments of Native-led organizations.

*Questions? Message us. :)*

By Sept 22, 2023, send us your resume, cover letter, portfolio, and two references to [monica@williamsoncreativeagency.com](mailto:monica@williamsoncreativeagency.com)

[www.williamsoncreativeagency.com/jobs](http://www.williamsoncreativeagency.com/jobs)