

## **POSITION DESCRIPTION: GRAPHIC DESIGNER/CREATIVE PROJECT COORDINATOR**

The Graphic Designer/Creative Project Coordinator will work closely with the Director of Marketing and Communications and the Marketing and Public Relations Manager, developing and overseeing the production of collateral materials and design pieces for the entire organization. This includes designing and managing the production of print collateral materials (including brochures, rack cards, signs, magazines, invitations, advertisements, posters, banners, one-sheets, swag items, postcards, store signage, etc.), as well as social media visual assets, website assets, visual presentations (PowerPoint, etc.), and other digital media. The successful candidate will have experience designing and managing the production of design materials in a high-traffic design environment with multiple internal clients. This position reports to the Director of Marketing and Communications and will work collaboratively with GCC and National Park Service staff.

## **PRIMARY RESPONSIBILITIES**

Duties vary with the workload, and could include, but are not limited to, the tasks listed below:

- Develop and implement design concepts for a variety of materials, from concept through design implementation to print deliverables and online graphics
- Oversee efficient production of edits, updates, and revisions to projects
- Oversee printing of and delivery of design project materials
- Manage workflow, timelines, and resources to ensure timely and successful project completion.
- Ensure a creative, consistent look and feel that adheres to and supports the brand, visual, and messaging standards of GCC
- Provide recommendations regarding production, workflow, traffic, processes, methodologies, and other opportunities to improve efficiency and quality of design production
- Work closely with all GCC staff, communicating proper expectations to all involved parties
- Organize and prioritize multiple projects and tasks
- Keep Director of Marketing and Communications and Marketing and Public Relations Manager informed and well-briefed on ideas and developments at all times, liaising closely on budget, timeframe, and objectives
- Remain up to date with innovative design developments
- Other duties as assigned

## **MINIMUM QUALIFICATIONS**

- 2+ years of related design and production experience in marketing and public relations, nonprofit experience a plus
- Bachelor's degree or equivalent experience in graphic design and production
- Proficiency in InDesign, Adobe Creative Suite software and understanding of how print design is merging with interactive platforms
- Possess a strong understanding of the creative development process, graphic design, digital and prepress, including layout, typography, color, and retouching concepts
- Knowledge of digital print production techniques and materials, plus experience with management of and negotiation with external agencies and deliverables
- Ability to effectively manage multiple projects and develop creative design within tight deadlines, prioritizing workloads and projects



## **PREFERRED QUALIFICATION, SKILLS, AND CHARACTERISTICS**

- Familiarity with basic CSS and HTML is a plus
- Extremely organized, able to manage a large volume of projects and related files
- Ability to work collaboratively with a wide range of stakeholders and decision-makers
- Ability to work independently
- Excellent typographical, creative and proofing skills, with keen attention to detail to produce accurate and high-quality work
- Rich portfolio of work examples in a variety of mediums
- Commitment to the mission, values, goals, and success of Grand Canyon Conservancy; knowledge of and interest in Grand Canyon National Park

## **WORKING CONDITIONS**

- This position is primarily sedentary office work requiring long periods at a computer
- Ability to walk outdoors periodically
- Ability to drive, as travel to the South Rim, may be necessary
- Ability to lift to 25 lbs. on occasion

## **TOTAL COMPENSATION**

This is a full-time, benefit eligible, non-exempt position located in Flagstaff, Arizona, with occasional travel to Grand Canyon National Park. Salary is commensurate with experience.

GCC provides a comprehensive benefits package including vacation and holiday pay, sick leave, Canyon Experience Days, employer-supplemented health benefit package including medical, dental, vision, and health savings account (HSA) plan, employer-paid long-term disability and life insurance, employer-paid 401(a) retirement plan, employer-supplemented 403(b) group retirement plan, Canyon Experience Days, and discounts in our retail stores and Grand Canyon Conservancy Field Institute.

**Grand Canyon Conservancy is an Equal Opportunity Employer**