Junior Graphic Designer

Post date: February 16, 2022
Reports To: Senior Graphic Designer
Exempt/Non-Exempt: Non-exempt
Part-time/Full-time: Full-time
Location: Care Net offices in Lansdowne, VA (preferred) or remote
How to apply: See instructions below

Position Focus:

Reporting to the Senior Graphic Designer, the Junior Graphic Designer develops printed and multimedia materials for advertising, publications, events, website graphic support, and other graphic needs for Care Net. As part of the Marketing and Communication department, the Junior Graphic Designer contributes to Care Net’s overall messaging related to sharing the Gospel, defending the unborn, and building Biblical families. The Junior Graphic Designer works with the various Care Net departments (Center Services, National Conference, Major Donors, Church Outreach and Engagement, and Development) to deliver engaging, visually appealing, and effective designs that drive results and help meet Care Net’s Mission and Vision.

Core Responsibilities

- Assists the Senior Graphic Designer in managing graphic design projects at Care Net.
- Adheres to brand standards, project processes, and follows guidelines for project approvals.
- Creates graphic design material for both print and digital needs, including, but not limited to: manuals, handbooks (both print and e-publications), brochures, newsletters, flyers, reports, and advertisements.
- Works with all Care Net departments to meet their design needs, such as: company branded materials (stationary, business cards, etc.), direct mailings, multimedia presentations (PPT), creating infographics/charts from collected data, and media kits.
- Helps create media-ready graphics for all of Care Net’s social media platforms, such as: Facebook, Twitter, and Instagram
- Assists in designing materials for Care Net’s conferences. Including, but not limited to: promotional assets (postcards, stickers, t-shirts, etc.), banners, signage and videos (preferred but not necessary).
- Regularly supports Care Net’s various websites (CareSource, Making Life Disciples, Abortion Recovery and Care, and landing pages) by updating design content and assisting in providing specific graphics.

Additional Responsibilities
 Helping communicate with vendors for the production of various branded materials.
 Other duties as assigned.

**Minimum Qualifications**

- Committed Christian who demonstrates a personal relationship with Jesus Christ as Lord and Savior.
- Agrees with and can uphold Care Net’s Statement of Faith, Vision/Mission, and Core Values.
- Possesses a strong commitment and dedication to the pro-life position and related sexual purity issues.
- Ability to work with a diversity of cultures and Christian denominations, backgrounds, and traditions
- One to two years graphic design experience or a degree in Graphic Design
- Strong skills in the following programs: Adobe: InDesign, Illustrator, Photoshop, Acrobat, Microsoft (Word, Excel, PowerPoint), and Google Suite
- Has an understanding and working knowledge of Basecamp and Canva
- Manages a high level of written communication, is self-motivated, with oral and interpersonal communication skills
- This position requires strong publication design skills: typesetting, page layout, and e-publication.
- Knowledge of the printing processes. Understanding paper and the different color processes. Works with vendors/printers to prepare print-ready materials and works within specifications.
- Well organized with an attention to detail. Can multi-task and prioritize responsibilities.
- Some experience in website design and UX design.
- Excellent prioritization and time management skills. Meets deadlines and understands working within a budget.
- Able to travel to national Care Net conferences.

**To apply:**

Please send a cover letter, resume, and portfolio (no submissions will be reviewed without a portfolio) to Rachel Parker, Senior Graphic Designer, at rpark@care-net.org. Ensure that the cover letter focuses on why you'd like to work for Care Net, along with your technical qualifications. No phone calls please.

Prepared By: Rachel Parker, Senior Graphic Designer