



---

## GRAPHIC DESIGNER

---

**STATUS:** Exempt, Full-Time

**LOCATION:** 386 Main Street, Rockland, Maine

**Summary:** The Island Institute seeks qualified candidates for the position of Graphic Designer. A member of the PR/Communications team, the Graphic Designer will design a wide variety of print and digital publications including magazines, a monthly newspaper, ads, emails, and materials that support our projects, events, and internal communications. The Graphic Designer is responsible for the design, production, and project management of design projects that enhance the visibility of the organization, support the Island Institute brand, and advance the mission of the Island Institute as a leading community development organization. This position requires excellent design skills and creative thinking. A portfolio will be required as part of the application process.

The Graphic Designer demonstrates strong design and project management skills, as well as the ability to work with a diverse team of people. The Graphic Designer is team-minded and self-aware, able to give and accept constructive and consistent feedback, and committed to the Institute's organizational values. Most importantly, the person in this role must be able to carefully allocate time and organizational resources while working across multiple projects and teams. The Graphic Designer reports to the Senior Communications Officer, Creative Director and serves as a member of the PR/Communications Team.

### Qualifications:

- An undergraduate degree, preferably in graphic design or a related field
- At least five years' experience in graphic design in both print and digital platforms
- Experience in web design and site maintenance
- Experience working in email design and familiarity with MailChimp, or a similar platform
- Demonstrated success in project management
- Experience working in magazine, newspaper, web, and advertising design
- Experience in graphic data visualization
- Proficiency with technology, specifically Office 365 applications, Adobe Suite Design Tools, Photoshop, and WordPress
- Understanding of printer specs and web optimization
- The ability and willingness to travel along the coast of Maine, including by boat, and occasionally out of state; able to work evenings and weekends as needed to support events
- A team player, committed to working in a collaborative environment
- Demonstrated ability to maintain composure under pressure
- A strong customer service orientation

### Essential Functions:

- Design effective and engaging print and digital publications that advance the mission of the organization, including a monthly newspaper, annual magazine, and other concurrent design projects
- Works across teams to ensure organizational products meet brand standards
- Project manages design production cycle and meets deadlines
- Supports development of effective retail and marketing pieces, including advertising, signage, and presentations

- Manages proofing process and incorporates edits with careful attention to detail
- Ensures smooth execution and consistent quality of all design work
- Ensures all design-related requests are scheduled and delivered on time
- Provides on-site event support for the Events team, as needed
- Represents the Island Institute in a positive and professional manner at all times
- Other duties as assigned

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical demands:** While performing the duties, of this job, the employee is required to sit, enter data using computer keyboard and mouse, stand, walk, bend over occasionally, and move about the office space as well as between building floors. There is no requirement to lift and/or move weights of more than 15 pounds. The employee will be expected to travel on occasion by boat and ferry to various island and remote coastal locations. There will be times when working long hours on evenings and weekends will be required.
- **Travel:** Must be comfortable traveling for extended periods of time by any mode of transportation in cross-cultural contexts.
- **Work environment:** The noise level in the work environment is usually minimal.

The Graphic Designer position is a full-time, year-round salaried position, starting immediately, with a competitive salary range of \$45,000 to \$55,000 plus benefits.

**There is no application deadline, but preference will be given to candidates whose materials are received by September 30, 2019. Only electronic applications are accepted.**

To apply, please use this link: <https://islandinstitute.bamboohr.com/jobs/view.php?id=49>

*Based in Rockland, Maine, the Island Institute is a nonprofit organization and an equal opportunity "at-will" employer committed to providing equal employment opportunities based upon an individual's ability and qualifications. We do not discriminate against people on the basis of race, citizenship, ancestry, color, religion, sex, sexual orientation, national origin, age, mental or physical disability.*

*For more information about the Island Institute and our work along the Maine coast, please visit [www.islandinstitute.org](http://www.islandinstitute.org).*