

# NORTH AMERICAN DIVISION

## JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from NORTH AMERICAN DIVISION employees WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.

**TITLE OF JOB:** Graphic Design Specialist

**DEPARTMENT:** Professional Services (NAD-PS)

**SUPERVISOR:** Associate Director, Professional Services

**REMUNERATION GRADE/RATE:** Regular Full-Time (Exempt)

**LOCATION:** Columbia, MD

*Interested applicants should be sure to include links to their digital portfolio upon submission of the complete NAD Employment Application. Instructions to apply are listed below.*

**POSITION SUMMARY:** The purpose of this position is to provide leadership in the area of brand Identity, packaging, logo, layout and print design. In conjunction with supervisor, develops and implements art direction for the departments and ministries. Maintain a high level of quality, creativity and professionalism in the appropriate context. This position is located in Columbia, MD and work is to be performed on-site.

**AUTHORITY, ACCOUNTABILITY:** This position reports to the Associate Director and Director of Professional Services and performs duties under general supervision and also independently, within established policies and procedures, as outlined by the supervisor.

### **ESSENTIAL JOB FUNCTIONS:**

- Design; compose the production and delivery of corporate materials including but not limited to newsletters, annual reports, brochures, etc.
- Serve as Senior Designer; coordinating and/or designing all artwork for NAD materials and exhibits.
- Develop, refine and maintain standards for NAD logo usage.
- Supervise print production with printers, service bureaus, design contractors, and vendors. Keep projects on schedule and within established budget.
- Negotiate bids for printing jobs for departmental director's approval.
- Supervise work of contract designers, as needed for NAD projects.
- Develop and manage advertising campaigns to support corporate initiatives.
- Support NAD department's website appearance by creating new graphics, info graphics consistent with the NAD brand and identify ways to keep site fresh as based on current design standards.
- Keep current on trends and developments in design technology. Read trade literature and attend approved seminars and workshops to facilitate growth as a designer.
- Maintain art files and photo archive for current and future reference.
- Keep jobs well organized in the designated digital management system and follows established workflows and protocols to ensure quality control.
- Maintain technical expertise in the major applications of the department software platforms and provide relevant technology support.
- Maintain positive relations with team through professional verbal and written interaction.
- Establish and maintain an effective records management system, including correspondence, reports, and resource materials relative to assigned job duties.
- Perform other related duties and projects as assigned by departmental director.

**EDUCATION/EXPERIENCE/CREDENTIALS:** Bachelor's (BA/BS) degree required in design, graphic design, communication or related field. Displays exceptional talent and standards through a diverse design portfolio. Proficient in Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Keynote. A minimum of three to five years in graphic design preferred. Three to five years of appropriate experience are needed to gain the skills and knowledge required to perform job duties.

**KNOWLEDGE AND SKILL:** Proficient knowledge of graphic design and layout, with familiarity of design software. Must have an extensive knowledge of Adobe InDesign, Photoshop and Illustrator and knowledge of typography. Workflow management software systems, e.g. Monday.com. Must have good writing and editing skill with a firm grasp of English grammar, punctuation and spelling. Must be able to work successfully in the creative process, developing from verbal or written instruction to initial concept,

to finished design and product. Must be able to demonstrate proficiency in alignment, repetition, contrast, hierarchy and balance in design.

**PHYSICAL REQUIREMENTS:** Must be able to read, speak and hear. Must be able to effectively communicate both orally and in writing. Inasmuch as the incumbent is an exempt employee, when they are not traveling, it is expected that the individual will work the hours required to complete assignments (i.e. no less than 38 hours per week in the office building during the core hours of 8:00am to 6:00pm Mondays to Thursdays as referenced in the NAD employee handbook). Any adjusted work schedules supported by supervisors should ensure that the employee is available to work cores hours in the office building no later than 9:00am and departing no sooner than 4:00pm.

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If interested in the above position please visit our site [CLICK HERE](#) to complete a NAD Employment Application. Or send email to [jobs@nadadventist.org](mailto:jobs@nadadventist.org) and follow instructions from response email.

**Posted: Monday, October 4, 2021 @ 5:30 p.m.**