

# 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

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

**LOCATION:** Columbia, MD—On-site/In-office at the NAD Headquarters

NOTE: This position is not eligible for any type of regular remote or teleworking arrangement. For candidates living outside of the MD geographical area, relocation is required.

**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 departments and ministries. Maintains 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 is accountable to both the Associate Director and Director of Professional Services. Duties are performed independently under general supervision, requiring the ability to carry out duties and meet deadlines 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 follow 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 supervisor and/or departmental director.

**EDUCATION/EXPERIENCE/CREDENTIALS:** Bachelor's (BA/BS) degree required in design, graphic design, communication or related field. Successful related work experience may be acceptable in lieu of scholastic requirements. Displays exceptional talent and standards through a diverse design portfolio. A minimum of three to five years of graphic design experience is needed to gain the

skills and knowledge required to perform job duties.

**KNOWLEDGE AND SKILL:** Proficient in Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Keynote. Advanced 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.

**CONTACTS, ORGANIZATIONAL RELATIONSHIPS:** Must possess the ability to deal tactfully and effectively with departmental personnel, others within the North American Division and other outside personnel on a daily basis. Must be comfortable working with various ministries supported by the NAD. Individual must remain calm under pressure and exhibit courtesy, diplomacy, and kindness at all times, both in person and on the telephone. Individual must exhibit ability to always effectively handle confidential information/situations and maintain high degree of loyalty and support for supervisor, department, North American Division and Seventh-day Adventist Church.

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If interested in the above position, please submit cover letter, resume, and completed NAD Employment Application to [jobs@nadadventist.org](mailto:jobs@nadadventist.org). Find the application on the NAD website at [www.nadadventist.org/careers](http://www.nadadventist.org/careers).

**Posted: September 7, 2023**