



Graphic Design Leadership Executive (Part-Time)

United Way of Buffalo & Erie County is seeking a part-time temporary Graphic Design Leadership Executive with experience in both print and electronic media. We're looking for someone who can take direction from written or spoken ideas and convert them seamlessly into images, layouts and other designs. The ideal candidate is well-versed in the technical nuances of the Adobe Creative Suite and is comfortable in a range of design mediums from print to digital graphics. This position reports to the Marketing & Communications Manager.

Responsibilities:

- Maintain branding consistency for all products and organization as a whole. Ensure all materials consistently reflect high standards and quality.
- Develop and execute collateral for the organization including print materials, social media graphics, direct mail, outdoor advertising, and infographics.
- Deliver on project objectives within the allotted time frame.
- Handle multiple projects, work within tight deadlines, and take projects from concept to completion while prioritizing, organizing and handling multiple tasks simultaneously.
- Attends mandatory organizational, departmental and committee meetings and trainings as directed.
- Visibly demonstrates UW Values of service, integrity, collaboration, accountability and innovation.
- Maintains established departmental policies, procedures and objectives.
- Performs general office duties such as typing, filing, data entry, opening mail, etc.
- Performs other duties as requested.

Qualifications, Knowledge and Skill Required:

- A bachelor's degree in graphic design or a related field
- Extensive experience with Illustrator, Photoshop and InDesign
- Adaptive design eye and skill
- Strong in digital file organization
- Excellent communication skills
- Ability to absorb and apply constructive criticism from peers
- Bachelor's Degree with 1-2 years' experience coordinating and managing all aspects of events.

Contact Information:

For consideration please email a cover letter, resume and salary history to jobs@uwbec.org attention Beth Sullivan, Human Resource Manager. Resumes without a cover letter will not be considered. No phone calls please.