



ENA Open Position

Position Title: Graphic Designer (*Part-time*)

Department: Marketing

Reports to: Graphic Design Manager

Supervises: None

GENERAL SUMMARY

The Graphic Designer is responsible for the development of materials for use in print collateral, advertising, signage, exhibit display, and interactive files as assigned. The Graphic Designer will take direction from the Graphic Design Manager, but will work closely with the Marketing, Digital, and PR & Communications Managers, and Director of Marketing, in the development of graphic communications that enhance the sales of products while establishing and reinforcing the Emergency Nurses Association brand image.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs design and layout function for ENA Marketing collateral and other graphic design projects as assigned by the Graphic Design Manager.
2. Ensures consistent execution of the visual branding message of the ENA organization through print, web, conference, and video mediums.
3. Checks all projects for consistency and style, ensuring projects are error free and of high quality.
4. Provides the visual story of the organization's message by making use of diverse methods including typeset, color, photographs and illustrations to create a general layout.
5. Takes direction from Graphic Design Manager, but works collaboratively with the Director of Marketing, Marketing Specialist team, and PR & Communications team, on design direction as well as preparing and executing final art files for outside printing, art service and/or other agency firms.
6. Serves as the secondary contact or primary contact (when Graphic Design Manager is unavailable) with production vendors as needed.
7. Contributes to the workplace culture that is consistent with the association's culture statement and emphasizes the mission, vision and values of the organization.

8. Displays a high level of accountability, taking responsibility for individual actions and the impact on the organization. Views oneself as a reflection of the organization by following through on commitments and accepting ownership.
9. Performs additional related duties as required or assigned.

QUALIFICATIONS

Required:

- Bachelor's degree in Industrial Design, Graphic Design, Fine Arts or an equivalent combination of education and experience
- Minimum of 3 years of experience in, graphic design or related creative fields
- In-depth knowledge of Adobe Creative Suite (Illustrator, Photoshop, and InDesign), and entire Microsoft Office package: Word, Excel, PowerPoint, Outlook, Access, HTML Language

Desired:

- Association experience
- Project Management experience
- Healthcare design experience

KNOWLEDGE, SKILLS, AND ABILITIES

- Exceptional conceptual, graphic design and layout skills
- Effective communication and organizational skills, with the ability to work efficiently within cross-departmental teams
- Ability to prioritize multiple and varied tasks within established deadlines, with minimal supervision
- Computer proficiency in Word; data base systems including Access and Excel; Power Point
- Ability to interface with staff and external relationships in a professional manner

PHYSICAL DEMANDS

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate verbally and in writing in an exchange of information; collect, compile and prepare work documents; set-up and maintain work files. (Occasional day and overnight travel by air and/or automobile may be required. Travel is approximately 5-10 days/year, at one or more conferences). Use of the computer, with repetitive motion, is approximately 80%. *More detail is available from Human Resources.*

WORKING CONDITIONS

Majority of work is performed in a general office environment. (Position occasionally requires availability for extended hours with advance notice, to perform job duties. That budgeted overtime is paid for hours greater than 40/week.)

To apply for this exciting part-time opportunity on our fantastic team send your resume and cover letter to jobs@ena.org

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.