

## **PART-TIME/TEMP GRAPHIC DESIGNER**

**Current Incumbent:** *VACANT*

**Reports to:** Sr. Manager of Marketing

**Status:** Part-Time/Temporary

**Updated:** 08/14/18

**Department:** Communications

**Direct Reports:** 0

**Indirect Reports:** 0

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### **SUMMARY OF POSITION:**

Part-time/temporary graphic design 4-month assignment (beginning mid-October and ending early to mid-February) with flexible hours – Tuesdays thru Thursdays, approx. 20 hours/week, for approx. 15 weeks.

Assignment to be completed in Arlington office (1 day/week) and remotely (2 days/week). This position will include predominantly “print-based” design.

### **PRINCIPAL ACCOUNTABILITIES:**

This position works closely with the Sr. Manager of Marketing, Publications Designer and Marketing Associate on all print design projects, including:

- Updating current materials and file, as well as possibly generating new collateral
- Updating existing conference materials such as forms, brochures, invitations and other collateral
- Building and rebuilding NAA in-house program marketing materials
- Assisting with template design (as needed) and potential branding updates
- Work on long-range projects, departments manuals, etc. (may extend beyond assignment)

### **POSITION QUALIFICATIONS:**

#### ***Required***

- Experience in Mac platform, Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Adobe Acrobat, as well as Microsoft Office required. QuarkExpress experience a plus.

### **How to Apply:**

Please send resume and hourly salary requirement to [resumes@naahq.org](mailto:resumes@naahq.org)