

HIRING OUR HEROES

U.S. CHAMBER OF COMMERCE FOUNDATION

Graphic Designer (PT)

General Description of Duties

Incumbent is responsible for the design and creation of visually compelling communications collateral, to include social media graphics, fliers, and other miscellaneous graphics published by Hiring Our Heroes.

Detailed Description of Duties

- Design and create impeccably crafted communication collateral while following brand guidelines and ensuring product is delivered on time.
- Prioritize work and multi-tasking well, to complete requests on time, with the same care and quality regardless of the size and visibility of the request.
- Collaborate with the communications team to understand brand initiatives, target audience and message ideation.
- Create compelling graphics images to improve awareness of Hiring Our Heroes' mission.

Supervision Received

Incumbent will report to the Director of Strategic Communications, Hiring Our Heroes. Incumbent is expected to work collaboratively with others at the U.S. Chamber, to exercise sound judgment in making and executing decisions, to demonstrate initiative in carrying out responsibilities and to keep the director informed of plans, progress and results.

Knowledge, Skills, and Abilities:

Requires creativity with attention to detail; a strong work ethic; capability to work with a diverse group of nonprofit, government, and corporate interests; and excellent organization and interpersonal skills. Ideal candidate will be a self-starter, problem-solver, and great multi-tasker. The individual must also be a reliable, positive team player and have a strong understanding of design principles, techniques and visual elements.

Experience & Education

Requires prior experience as a junior designer. Degree in field related to graphic design and experience with the military community preferred.

Must be an expert with design software and editing tools (Adobe Photoshop, Adobe InDesign, & Adobe Illustrator, general knowledge of Canva) and have experience with Microsoft Word and PowerPoint.

When applying please provide a portfolio of past design and creative projects.

Please send resume and cover letter to amassimi@uschamber.com.