

ABOUT US

Hiring Our Heroes (HOH) connects the military community—service members, military spouses, and veterans—with American businesses to create economic opportunity and a strong and diversified workforce. HOH is a workforce development initiative of the 501c3 arm of the U.S. Chamber of Commerce, the U.S. Chamber of Commerce Foundation. This position is filled under contract with The Markham Group.

POSITION NAME:

Coordinator, Visual Communications and Graphic Design

POSITION SUMMARY

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 in support of storytelling and brand strategy.

WHAT YOU'LL DO

Design and create clear communication collateral while adhering to brand guidelines and ensuring product is delivered on time *to meet organizational objectives*.

- Independently prioritize work in order to execute numerous projects simultaneously on time and 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.
- Ability to take creative direction and feedback and implement across a range of deliverables

WHAT YOU'LL NEED TO SUCCEED (REQUIREMENTS)

Incumbent will report to the Director, Strategic Communications. Incumbent is expected to work collaboratively with all staff 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.

Requires creativity with attention to detail; a strong work ethic; ability to independently manage time efficiently in a fast-paced, demanding environment; 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.

Bachelor's degree in related field and prior experience as a junior designer required.

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.

COMPENSATION

The incumbent will be employed by The Markham Group, assigned to Hiring Our Heroes.

The base pay range for this role across the United States is \$55,000 - \$75,000. Starting salary is determined by experience, scope of responsibilities and market location.

Benefits include:

- Personal Leave: Employee may earn 5-10 hours per pay period, depending on career employment years
- Sick leave: Employee is allocated (80) hours per year or (3.33) hours per pay period
- Paid holidays: Employee will receive (9) paid holidays through the calendar year
- Medical insurance: Employer pays medical premium
- Dental and Vision insurance: Employee pays premium

For more information about the program, visit: <https://www.hiringourheroes.org/>

To apply, send a cover letter and resume to amassimi@uschamber.com
