



## **POSITION OPENING: GRAPHIC DESIGNER (part-time)**

**Introduction:** The Michigan AFL-CIO is a non-profit federation of labor unions that represents over 1 million working people across Michigan and is seeking to hire an experienced, part-time Graphic Designer. This position will report to the Communications Director of the Michigan AFL-CIO.

Under general supervision, the Graphic Designer utilizes advanced skills gained through training and experience to plan, develop, design, establish and maintain visual communications for Michigan AFL-CIO affiliated organizations using a variety of graphics software applications, techniques and tools to achieve marketing and/or information goals of the organization. The Graphic Designer should be proficient with tools to develop print and digital content that informs, educates and inspires viewers. This individual must also exhibit a high level of creativity and proficiency to execute multimedia communications that excite, explain and entertain, through innovative visual campaigns to promote the organization's work and programs. This individual should be committed to getting results in a fast-paced environment and able to handle a heavy and dynamic workload while meeting expectations and deadlines.

### **Duties and Responsibilities:**

- Graphic design for political mail pieces, digital campaigns, individual event mailers, event and program flyers, brochures, large format signage, billboards and other electronic media
- Manage multiple design projects from concept through completion
- Conceptualize, plan and create innovative and attention-grabbing visual online and online-to-offline campaigns using social media, e-mail and other primarily digital tools to increase engagement, participation, fundraising and visibility
- Work collaboratively with team members on concept development
- Edit short social media length videos and longer feature story piece videos
- Operate and manage online live video streaming software for virtual events
- Create visual graphics and written content for web and social posts, campaigns, e-mail communications, etc.
- Assist with additional programs and projects as needed to achieve organizational goals
- Operate standard office equipment and use required software applications
- Perform other duties and responsibilities as assigned

### **Education, Experience and Skills:**

- High proficiency in required software applications, including Adobe Creative Suite (Photoshop, Illustrator, InDesign, Flash), video editing software (Premiere, Final Cut Pro), audio editing software and Microsoft Office (including Word, PowerPoint and Excel)
- Industry-specific technologies, software and hardware
- Knowledge of website platforms like WordPress, Squarespace and other web communication tools

### **Other Skills:**

- Photography/videography with familiarity in handling DSLR cameras for photos and videos
- Proficient in social media marketing tools such as sprout social, hootsuite, buffer, etc.
- Strong visual and creative sense and video/graphic/multimedia design skills
- Operating standard office equipment and using required software applications for program area and other applications, including Microsoft Office
- File Transfer Protocol (FTP)
- Understanding and experience working with the labor movement, and campaign experience a plus

**Other requirements:**

- Work under pressure and produce materials
- Work with teams and independently
- Be creative and have high attention to detail
- Have strong organizational skills with ability to manage priorities and multi-task in a rapid response environment
- Masterfully translate key messaging points into content
- Be a sincere listener and cooperative team player
- Demonstrate a positive and outgoing personality
- Work collaboratively and be comfortable interfacing with other departments

**How to Apply:** Please submit a resumé, brief cover letter, and design portfolio to [work@miaflcio.org](mailto:work@miaflcio.org). Applications will be considered on a rolling basis. Applicants must submit a design portfolio and/or work samples to be considered for the position.

**Compensation:** This is a part-time position that could lead to a full-time opportunity.

