



Graphic Designer

Department: Marketing

FLSA Status: Nonexempt

Reports to: Director of Marketing

Position(s) Supervised: N/A

Location: Bigfork, MT or remote within Montana

WHO WE ARE

The Crisis: The truth is there are not enough equipped families to care for Montana's most vulnerable children who enter the foster care system due to abuse and neglect.

The Solution: Whether a child's need is a few days, a few months, or forever **our vision is a family for every child.** We raise up bold and passionate Christians to do the hard work of caring for these children in our communities. **Our mission is to find and equip foster and adoptive families for children who have suffered abuse and neglect.**

Organizational Values:

- **We are fearless.** Our faces are as lions.
"They were brave warriors, ready for battle and able to handle the shield and spear. Their faces were the faces of lions." 1 Chronicles 12:8
 - **We see the unseen.** What can be compels us.
"So we fix our eyes, not on what is seen, but on what is unseen." 2 Corinthians 4:18
 - **We are ambassadors.** We bear the image of another.
"But you are a chosen people, a royal priesthood, a holy nation, God's special possession, that you may declare the praises of him who called you out of darkness and into his wonderful light." 1 Peter 2:9
 - **We go out in joy.** Our path is marked by light.
"For you shall go out in joy and be led forth in peace; the mountains and the hills before you shall break forth into singing, and all the trees of the field shall clap their hands." Isaiah 55:12
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THE ROLE

The Graphic Designer is a vital communicator of the Child Bridge mission, responsible for promoting our mission visually. Their primary focus is to engage hearts to the mission through bold, compelling, and consistent content shared across digital and print marketing channels.

TO BE SUCCESSFUL

Your knowledge, skills, and abilities:

- Proficiency in Adobe Creative Suite: Illustrator, InDesign, Photoshop, and XD.
- A strong design aesthetic and creative problem-solving skills.
- Strong illustration, layout, photo editing, and prototyping skills.
- Demonstrated ability to collaborate with others and create innovative ideas.
- Ability understand marketing plans and interpret copy.
- Sound perception in conversations, observation, judgment, and decision making. You know how to listen both to the said and unsaid, you know how to ask questions to gather more information, and you know how to take the next right step.
- Highly efficient in time and project management. You are self-disciplined and forward-thinking, providing deliverables in a quality and timely manner.
- Warm and relational verbal, written, and interpersonal communication skills. You can connect with a variety of people in a range of settings (small gatherings, large groups, individual meetings, etc.).
- Ability to maintain confidentiality under a wide range of circumstances.
- Active learner willing to collaborate with others and learn new ideas. We are always learning, and you enjoy growing in knowledge and skill along the journey.
- Proficient in Microsoft office suite. We use it all: Outlook, Word, Excel, PowerPoint, Teams, OneDrive, SharePoint.
- Capable of working with a variety of technology including video conferencing, cloud-based applications, etc. Half of our team is spread across the state, so we are always online.

Your education, certification, experience and/or other requirements:

- Bachelor's degree in Graphic Design and 3+ years of working experience. Equivalent education and experience will be considered.
 - 3+ years of working experience in Adobe Creative Suite.
 - Must have a valid driver's license, active and up to date liability coverage, and a dependable vehicle.
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THE DAY TO DAY

Your essential duties and responsibilities:

- Maintain organization's visual design identity and manage brand standards across a variety of marketing mediums.
- Produce concept-inspired designs that stretch across project types and marketing channels: campaigns, web, social, email, print and merchandise.
- Design wireframes and high-quality visual content to create exceptional experiences across desktop and mobile version of the website.
- Collaborate with the marketing team to develop creative concepts for design, photo, and video projects.
- Shoot high-quality photography and edit photos for color correction to help create consistency based on photo-editing standards in style guide.

- Manage the inventory of relevant files, photos, graphics, and design assets.

To perform this job successfully, an individual must demonstrate capacity or potential to perform each essential duty with excellence. The above statements reflect the general details necessary to describe the major functions of this position and are not intended to be a detailed description of all the work/functions that may be required. Other duties may be assigned.

Where you'll work:

Work Environment

- The normal work environment is an office environment with occasional meetings offsite in conference areas, coffee shops, and/or other public spaces. Other working environments may include parks, event centers, other family-oriented meeting spaces, and family homes. Due to the nature of these spaces, weather and temperature may vary. Churches are a regular working environment space for recruiting efforts.
- Noise level in the work environment is moderate.
- The general work schedule is Monday-Friday, 8am-5pm but can vary based on the needs of the organization and will have some weekend and evening work.
- Regular travel within the Central Office region.
- Travel to event locations, team gathering locations, and other Regional Offices on an as needed basis.

Physical Demands

- 1/3 of the time be able to: climb or balance; stoop, kneel, crouch or crawl; lift up to 50 pounds; push or pull up to 25 pounds.
- 3/4 of the time be able to: stand; sit; walk; use close vision (20 inches or less) for computer work; reach with hands and arms.
- 3/4 of the time be able to: use hands; talk and hear.

The above is representative of the faith, values, knowledge, skills, abilities, education, experience, physical demands and other requirements an employee needs while performing the essential functions of this job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

To apply for the Graphic Designer position, email a portfolio, cover letter, resume, and three professional references to careers@childbridgemontana.org. In your cover letter, please detail your interest in our mission and how you see yourself making an impact in this role.