



Greater Milwaukee
& Waukesha County

SUMMARY

United Way of Greater Milwaukee & Waukesha County (UWGMWC) has an opening for a **Graphic Designer** on our Marketing & Communications team! Be part of our mission to change lives and improve our community! As our Graphic Designer, you'll report to the Digital Marketing Manager and in addition to executing a range of print production and digital design tasks, you will contribute creative ideation, collaborate with other M&C team members, and maintain our cohesive brand image.

KEY JOB FUNCTIONS

CREATIVE SERVICES & BRANDING

75%

- Concept and design promotional, advertising, public relations, educational and communication projects.
- Maintain consistency within creative marketing strategy.
- Work with Digital Marketing Manager to ensure consistent branding and content across all materials.
- Illustrate using digital mediums.
- Assist staff with graphics requests.
- Oversee photo editing and organization of graphic library.
- Monitor usage of proper graphics and branding by external organizations.

EVENTS & PRODUCTION

25%

- Create event signage, décor, and related materials.
- Monitor usage of proper graphics and branding by corporate and other partners.
- Research and secure vendors as needed for vendor-related collateral managing the production process which may include securing bids, creating/filing/distributing established purchase orders, monitoring schedules and costs.
- Maintain accurate, up-to-date project details of assigned tasks.

KEY REQUIREMENTS

- Requires a bachelor's degree from a four-year college, university, or design school in graphic arts, marketing and/or communications and 1-3 years of directly related job experience.
- Knowledge in graphic design software such as Adobe Creative Suite, including: InDesign, Illustrator, and Photoshop.
- Possesses portfolio demonstrating knowledge of design concepts, layout, typography, and color.
- Strong communication skills - visually, verbally and in writing
- Excellent project- and time-management skills and attention to detail
- Ability to multitask, manage and meet multiple concurrent deadlines in a fast-paced office environment.

OTHER SKILLS Demonstrated ability to interact with persons of diverse backgrounds. Ability to customize national marketing concepts and materials to local needs. Good verbal, written, and interpersonal skills. Ability to apply word processing to design and layout. Ability to establish good working relationships with a variety of publics, including staff members, volunteers, contributors, member and non-member agency representatives. Ability to use computer applications such as MS Office, Word, Excel, Access, PowerPoint, and Internet required.

TO APPLY:

For further job criteria and complete details, click on: <https://www.milwaukeejobs.com/j/19872079>. **If you meet or exceed job requirements, please apply directly at this web address today.** Please indicate salary requirements.

**Equal Opportunity Employer
M/F/Disability/Vet**