

## **JOB DESCRIPTION: Graphic Designer/Community Engagement Specialist**

### General Statement of Duties

The Graphic Designer/Community Engagement Specialist position is characterized by a passion for supporting community engagement initiatives and storytelling through graphic design. In addition, this position is expected to possess interest in the planning field, be skilled at preparing and presenting content for various audiences, and be able to effectively communicate ideas through technology and art. The Graphic Designer/Community Engagement Specialist will both lead and support projects in a fast-paced team environment. The position also requires the ability to work independently and maintain regular communication.

### Workload Goals for This Position

35% Graphic Design & Communications (Print Design, Social Media, Branding, etc.)

35% Planning (Stakeholder Meetings, Data Collection, Writing, Community Engagement, etc.)

20% Project Management/Administrative (Financial Tracking and Oversight, Reporting, etc.)

10% Continued Personal and Professional Development

The position has the opportunity to expand the in-house graphic design footprint by establishing partner value in this work and securing resources and programs that enhance this division.

### Essential Functions

- Creates publication/consumer quality content for print and online;
- Assists project with social post cadence, newsletter template development, and communication programming;
- Develops project branding, design guides, and communication tools;
- Assists in creating and supporting community engagement/input activities;
- Conducts extensive research in specific or general project areas;
- Writes and presents formal and technical reports, working papers, and correspondence;
- Evaluates community problems, issues, and opportunities;
- Coordinates regional partners on a regular basis to deliver results for annual projects;
- Assists in writing and updating comprehensive plans, ordinances, and regulations;
- Leads planning studies, publications, and stakeholder meetings;
- Writes and administers grants;
- Occasionally attends after-hours meetings and events;
- Performs other duties as assigned.

### Required Knowledge, Skills and Abilities

Experience in graphic/web design, or communications. Some knowledge of planning principles, methodology, and practices. Creative problem-solving skills to gather relevant information and analyze data. Effective written and verbal communication skills. Ability to work independently and in a team environment as needed. Strong project management ability demonstrated.

### Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

### Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS degree with a minimum of two years of relevant experience or a Master's Degree.

### Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is required.