



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
11404 Moorage Way  
La Conner, WA 98257  
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders?	

**Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.**

**JOB TITLE:** Graphic Designer  
**DEPARTMENT:** Communications

## **POSITION SUMMARY**

The Graphic Designer is responsible for utilizing conceptual ideas to create visual stories and representations that engage, inform, and inspire, both in print and electronic media. The Graphic Designer has a thorough understanding of branding and marketing communications and utilizes creative direction from written or spoken ideas to convert them into designs that connect. Duties include all steps of the design process from concept to final deliverables. The Graphic Designer reports to the Communications Manager.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Collaborate, brainstorm, and strategize on a wide range of new or existing materials that may include advertising; newsletters; social media; web pages; presentations; event graphics including banners, posters, and fliers; department/program collateral; signage; books; reports; and other various internal/external communications
- Work on a wide range of projects and media, using various computer software to visualize, develop, and complete innovative designs that meet objectives and timelines
- Execute original content determining ideal usage of color, text, font style, imagery, and layout
- Review work to ensure high-quality, error-free deliverables
- Work independently and cooperatively on multiple projects simultaneously while meeting deadlines and scheduling new projects
- Examine existing processes and provide creative solutions to improve departmental capabilities and systems
- Translate strategic direction into high-quality designs and brand identity enhancements
- Oversee production of printed materials, including proofing and press checks
- Update, organize, and maintain internal library of design, photography, and video assets as well as adopting best practices for digital asset management
- Other duties as assigned

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree in graphic design, art, media, communications or similar
- Proven experience in graphic design, with a strong portfolio of work
- Two years of related experience in graphic design

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Proactive team player with outstanding organizational skills
- Exceptional creativity and innovative design skills
- Proficiency with Adobe Illustrator, InDesign, Photoshop, Acrobat (Lightroom and Premiere Pro a plus)
- Proficiency with Microsoft Word, PowerPoint, Excel, Outlook
- Excellent communication and presentation skills
- Exceptional time-management skills for meeting deadlines in a fast-paced environment
- The ability to react quickly to changing requirements due to a variety of circumstances while maintaining good communication with all involved
- Animation and/or video creation or editing a plus
- Experience publishing content online via a content management system, HTML and CSS capabilities are a plus
- Photography skills are a plus

**WORK ENVIRONMENT AND TIME COMMITMENT**

- This is a full-time position. Work schedule is 40 hours per week.
- Tasks are primarily performed indoors in an onsite or remote office setting.
- Must have valid driver’s license.
- Work may be performed under highly stressful conditions, may involve extended periods of sitting, standing, walking, or lifting.

**EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Graphic Designer is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_