JOB ANNOUNCEMENT

Position: Designer/Production Coordinator

Responsible To: Creative Services Manager, Marketing and Communications

Location: New York HQ

Background: Girls Inc. inspires all girls to be strong, smart, and bold, providing more than 140,000 girls across the U.S. and Canada with life-changing experiences and solutions to the unique challenges girls face. The Girls Inc. Experience consists of people, an environment, and programming that, together, empower girls to succeed. Trained staff and volunteers build lasting, mentoring relationships in girls-only spaces that are physically and emotionally safe and where girls find a sisterhood of support with shared drive, mutual respect, and high expectations. Hands-on, research-based programs provide girls with the skills and knowledge to set goals, overcome obstacles, and improve academic performance. Informed by girls and their families, Girls Inc. also works with policymakers to advocate for legislation and initiatives that increase opportunities for girls. At Girls Inc., girls grow up healthy, educated, and independent.

Overall Function: Under the supervision of the Creative Services Manager, the Designer/Production Coordinator will lead all design work in adherence to the brand standards and graphic guidelines and coordinate production-related tasks including managing timelines, oversight of production process, and final delivery of elements. This applies to related graphic and production needs for all internal and external communication requests and marketing elements. The Designer/Production Coordinator will also provide graphic and production support to affiliates across the Girls Inc. network and is key in helping affiliates follow organizational graphic standards.

Summary of Responsibilities

- Manage the design and production processes for print and electronic publications, including newsletters, curriculums, brochures, event signage, affiliate resources and templates, and other related graphics elements.
- Participate in conceptualizing and executing a broad range of marketing and communications initiatives, such as website management, social media, e-marketing, and video projects.
- Oversee M&C administrative duties such as coordination of webinars, video conferences, and development of PowerPoint presentations.
- Develop and maintain working relationships with multiple departments, affiliates, consultants, and vendors.

Qualifications and Skills

- At least four years of professional experience in graphic design
- Advanced knowledge of Adobe Creative Suite including InDesign, Illustrator, and Photoshop
- Strong knowledge of PowerPoint and presentation development
- Strong knowledge of electronic and print publication production
• Experience in video production
• Demonstrated success in project management
• Excellent planning and operations skills
• Excellent organizational and interpersonal skills
• Strong writing and editing skills a plus
• Commitment to gender equity issues
• Experience in representing a diverse, multicultural population
• B.A. degree. Degree in graphic design or related area preferred

How To Apply
Competitive salary and benefits package. Qualified candidates should send resume with cover letter, salary range/requirements, and design samples (PDFs preferred) by June 30, 2015 to the following link:

https://girlsinc.secure.force.com/recruiting/OpenPositionDetail?ph=719e9379a9fcb087e9b77140aff5b935410031bf4f7792f7bea3330f7376b02a

Applications without salary requirements will not be considered. No calls, please.

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER

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