



# Position Description

POSITION TITLE: Graphic Designer-PT

REPORTS TO: Marketing/Brand Manager  
Chief Marketing/Communications Officer

## **SUMMARY OF POSITION**

The graphic designer assists with layout and design of council publications and materials.

## **NATURE AND SCOPE**

Girl Scouts of the Missouri Heartland (GSMH) is a non-profit organization, which is an independent corporation, chartered by Girl Scouts of the USA. The corporate office is located in Springfield, Missouri and the geographic jurisdiction includes 68 Missouri, Kansas and Oklahoma counties.

The council provides leadership development opportunities to girls in grades K-12, appoints adult leadership and provides program opportunities. To ensure high-quality programs, it provides training, resources, and guidance to the adult volunteers.

## **ACCOUNTABILITIES**

*Publication Design*-design and layout of publication materials such as cover pages, newsletters, brochures, and program and training resources.

*Flyer Design*-design and layout flyers for internal and external marketing efforts.

*Photo Editing*-manipulate photos for use in council publications.

*Branding Guidelines*-utilize the Girl Scout Brand guidelines to present a positive and professional image that is consistent throughout all work.

*Project Coordination*-assist with coordination of projects, which may include working with other departments to gain knowledge of what marketing materials they may need.

*Image Graphics*-design images for use on website, social media and in marketing materials.

## **QUALIFICATIONS:**

Candidate should be proficient with Adobe Creative Suite applications, specifically InDesign, Photoshop, and Illustrator. Must provide and present samples of design work.

## **SKILLS & ABILITIES:**

- Self-motivated
- Excellent computer skills

- Adaptability, flexibility and a good sense of humor
- Ability to handle multiple tasks
- Ability to work independently and within a team
- Ability to budget time and work within strict deadlines
- Willingness to learn about the Girl Scout organization, mission, and programs

The statements contained herein reflect general details as necessary to describe the principle functions of this position, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of position requirements. Individuals may perform other duties as assigned.

**Starting Wage: \$10.00 - \$12.00 Per Hour**