

JOB TITLE: Graphic Designer

Location: Yonkers, NY

Status: Full-Time

JOB DESCRIPTION

The Graphic Designer creates and manages all visual design needs for St Vladimir's Seminary and Press, ensuring all visual assets align with and enhance our brand.

This role reports directly to the Chief Marketing Officer.

General tasks:

- Plans and designs all visual graphics for all SVS departments, including, but not limited to, book covers, printed brochures and catalogs, annual reports, social media posts and campaigns, logos, sales sheets, presentations, general branding needs (business cards, letterhead, email signatures, etc.), fundraising campaigns, external and internal signage, merchandise, and email campaigns
- Assists CMO in monitoring and maintaining consistent branding across the entire organization
- Assists in vetting outside photographers, illustrators, etc. for specific projects
- Works directly with printers to gather quotes and execute printed materials/projects
- Works closely with Web Manager to keep web graphics updated
- Works as a team member to invent new visual marketing tactics and ideas that further the mission of the Seminary and increase book sales for the Press
- Attends weekly team meetings and one-on-one's with the CMO
- Performs all other graphics-related tasks, as needed
- Works with the team to ensure that project/department milestones/goals are met and adhere to approved budgets

Requirements:

- Strong project management skills
- Strong communication skills
- Strong time management skills
- Brand development experience
- Takes initiative and demonstrates flexibility in time and attitude to get the job done
- Team player
- Ability to interpret and execute project design needs
- High level of artistry and creativity
- Ability to pitch ideas to coworkers and clients
- Attention to detail and an editorial eye to catch grammatical mistakes
- At least 2-3 years of relevant design experience
- At least a B.A. in graphic design, studio art, and/or media communications. Self-taught freelancers will also be considered.
- Web design experience and videography experience is an advantage, but not required.

This position is full time, includes benefits, and requires on-site presence Mon-Thurs during normal business hours (8am-4pm during the summer and 8:30am-5pm during the school year). Fridays are optional work-from-home days. Salary is commensurate with experience. Please submit a cover letter, resume, and full digital portfolio to swerner@svots.edu.