Are you looking for a job that allows you to use your creative talents to benefit your community? HopeWorks Social Enterprises might have the job for you.

OVERVIEW:

HopeWorks Social Enterprises (an affiliate of Housing Hope) is a non-profit that specializes in on the job training for individuals in need through one of our four small business. HopeWorks owns and operates business whose profits are used to fund income generating opportunities to meet the needs of people living in poverty while maximizing benefits to the community and the environment.

At HopeWorks all are welcomed! We are an organization made up of a small but mighty crew of hard working, service-minded individuals looking to make a positive impact in Snohomish County. In addition to a full benefits package, we offer flexible work schedules with the opportunity to work remotely when needed.

We are looking for a highly skilled and organized Graphic Designer and Digital Content Specialist focused on print and digital collateral, website design, social media content development, and more. This person will be serving as the lead graphic designer on projects under the direction of the HW Marketing Director.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- **Graphic Design:** Conceptualize and design content and graphics, marketing campaigns, promotional elements, digital communications, web graphics, print collateral, newsletter and other initiatives.
- **Social Media:** Work collaboratively with the Public Relations Manager to manage social media platforms for each social enterprise.
- **Website:** Manage website updates as needed.
- Ideate and execute content and design collaboratively with colleagues and the social enterprise leadership team.
- Work in cooperation with others internally and externally as needed to accomplish department and enterprise goals, and maintain a positive work atmosphere as well as promote the mission and brand.
• Other duties may be assigned.

TECHNICAL SKILLS:

Candidate must demonstrate expert level proficiency in the following programs:
• Adobe Creative Suite (Illustrator, InDesign, Photoshop)
• Microsoft Office Programs
• Google Workspace
• Mailchimp (or other email marketing services)
• Wix (or other WYSIWYG web development software)
• Shopify
• Social Media Platforms
• Hootsuite

QUALIFICATIONS:
• Bachelor’s degree preferably in graphic design or comparable experience
• 4+ years related work experience
• A passion for helping other and willingness to learn.
• Bring a positive, enthusiastic, and solution-oriented attitude to all challenges.
• Excellent interpersonal, verbal, and written communication skills.
• Highly organized with strong attention to detail.
• Ability to manage multiple projects in a fast-paced environment with competing priorities and timelines.
• Experience with photography, videography, and motion graphics a plus.
• A wicked sense of humor an extra plus.

REQUIRED MATERIALS:
• Please submit a design portfolio with at least 5 pieces that highlight your understanding of typography, visual hierarchy, visual storytelling, and color theory.
• Resume and cover letter.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• While performing the duties of this job, the employee is regularly and extensively required to use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms, may be required to perform repetitious movements for long periods of time in order to complete a task, stoop, kneel, crouch, or crawl and talk or hear.
• The employee frequently is required to climb, walk, sit, and talk or hear.
• The employee is regularly required to stand; climb or balance; stoop, kneel, crouch, or crawl.
• The employee must occasionally lift, carry, push and pull up to 25 lbs. frequently. Items that are over 25 lbs. must be lifted, carried, pushed, pulled, or moved with proper equipment for assistance (dolly) and proper safety procedures must also be followed.
• Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
• Ability to work in a general office environment as well as outdoor environment. Possible exposure to weather—heat, wet, cold, wind, and noise.

We at Housing Hope and HopeWorks are trauma-informed and committed to excelling in creating a holistic, diverse, inclusive, uplifting and appreciative environment. We endeavor to be inter-culturally competent and trauma informed in all our practices and procedures. This simply means that we are attentive to the needs of the workforce. We embrace and practice a high standard of diversity and inclusion and strive for equity for all persons regardless of race, color, religion, citizenship, national origin, veteran status, marital status, political affiliation, sexual orientation, gender identity, disability, sex, age, status in regard to public assistance, or any other basis protected by local, state or federal law.

I have read and understand the duties required of the Graphic Design and Digital Content Specialist position. I certify that I can perform the essential job duties, with or without reasonable accommodations.

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Print Name

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Signature

___________________________
Date