



Civic Edge is Hiring a Graphics Manager

Civic Edge Consulting seeks an innovative, creative, and independent **Graphics Manager** to join our team of communications professionals. This opening is for a contractor position with Civic Edge Consulting.

Our clients include city departments, regional governmental bodies, and non-profit community-based organizations throughout the Bay Area. Our new teammate should be available **5-10 hours** per week to assist with managing creative and effective design solutions for client materials through both print and digital media. If desired, there is a potential for additional hours as new projects emerge.

Responsibilities

- Conceptualize and produce print and digital collateral for outreach materials including original campaigns, direct mail, brochures, print and banner ads, fact sheets, PowerPoint presentations and more.
- Work closely with clients and/or project management teams to understand the client's communications needs.
- Develop forward-thinking concepts and render designs for multimedia campaigns while always elevating our client's brand.
- Ensure that all work produced is to a suitably high standard and within brand guidelines and specifications.

Desired Skills + Experience

- A Bachelor's degree in Digital Arts/Graphic Design (or other related fields) or equivalent years of experience.
- Conceptual creative and production skills with a good understanding of layout principles, aesthetic design concepts, and typography.
- Experience creating campaigns and extending the look and feel through various marketing materials.
- Able to complete tasks within tight schedules and under strict layout controls.
- Strong verbal communication skills; dependable, detail-oriented, and well organized.
- Proven skills in the latest Adobe Creative Suite (InDesign, Photoshop, Illustrator) and Microsoft Office, including PowerPoint.

Most importantly, our ideal teammate will be someone that we can solidly rely on to calmly and carefully manage important details of our clients' accounts, most often remotely (from your home office) and on your own schedule. These characteristics likely include: strong time/task management skills; the ability to work independently while managing one's own hours; strong interpersonal skills for interfacing with people; and the ability to ask for and receive support when things are challenging or unknown.

Compensation: \$40/hour

Please submit a one-page cover letter, your resume, and sample work from your portfolio – all in pdf format – to hire@thecivicedge.com as soon as possible. No phone calls, please.

Our Commitment

Civic Edge commits to advancing equity and diversity in all that we do. We are an Equal Opportunity Employer and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, people with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.