

Open Position: Graphic Designer

JOB DESCRIPTION



Who We Are

For 30 years, Mind & Media has combined strategic communication analysis with media production to deliver powerful messages that inspire action. We have more than 300 awards to our name for our client work in e-learning, web, film, broadcast, video production, and social media. Although our history includes a traditional office, we've been working fully remote for several years, with no loss in productivity.

Successful team members are self-starters who communicate well, meet all deadlines, and contribute positively to our collaborative effort to deliver great results while mentoring and supporting each other's development.

Job Summary

As a graphic designer, you will craft compelling designs that resonate with target audiences and elevate national campaigns. Working closely with a collaborative team of multimedia designers and writers, you will bring concepts to life through marketing materials, digital advertisements, social media, PSAs, and online training content.

We're seeking a detail-oriented professional who thrives in a team environment and has a knack for thinking creatively while translating ideas into impactful designs.

This fully remote role requires a motivated self-starter who excels in communication, meets deadlines with precision, and contributes positively to a dynamic, creative team. If you're ready to make a meaningful impact on a national scale, we want to hear from you!

Responsibilities

- Create eye-catching designs for a variety of products including digital campaigns, PSAs, social media and training materials.
- Add motion to the mix—animation, motion graphics, transitions, and more.
- Work with our team of creatives to brainstorm, storyboard, and make the magic happen.
- Ensure designs align with brand guidelines and project objectives.
- Interact professionally with team members, subject matter experts and clients.
- Stay organized with your files so the team can find what they need, when they need it.
- Prepare final designs for production, ensuring quality and accuracy in print and digital formats.

Qualifications

- **5+ years of hands-on experience** as a graphic designer in fields like public awareness campaigns, education, marketing, branding, video production, or advertising.
- **Associate's degree or higher** in graphic design, fine arts, marketing, or a related discipline.
- **Expert-level proficiency** in Adobe InDesign, Illustrator, Photoshop, Microsoft Word and PowerPoint.
- **Bonus points for experience** in motion design tools like After Effects, Premiere, Articulate Storyline 360 and Microsoft Excel.
- **Proven ability** to craft visuals that resonate with specific audiences to meet their needs.
- **Superb multitasking skills** with the capability to manage multiple projects while staying organized and efficient.
- **Impressive portfolio** showcasing standout digital or print design work.
- **Excellent communication skills**, with a knack for collaborating with teams, motivating yourself, meeting deadlines, and consistently delivering exceptional results.

Benefits

- **Remote Work**—You are allowed to work remotely on a full- or part-time basis.
- **Paid Time Off**—Three weeks in years 1–2, increasing annually to a maximum of 5 weeks after year 7
- **Paid Holidays**—Eight paid holidays
- **401k Profit-Sharing Retirement Plan**—Mind & Media contributions are made each year based on the profitability of the company (regardless of whether you are contributing any of your own money). Company contributions vest over six years.
- **Insurance**—Mind & Media pays for a percentage of medical insurance, dental insurance, life insurance, and short-term and long-term disability insurance.
- **Fitness Reimbursement**—Mind & Media offers a fitness reimbursement for gym or fitness memberships up to \$50/month
- **Professional Development**—Mind & Media pays a portion of certain professional society dues and pays for any in-house or out-of-house required training.

If you are interested in applying, please email your resume and portfolio to Hannibal Inker, Director of Interactive Media, at careers@mindandmedia.com