



<b>Job Title</b>	Graphic Designer/ Communication Assistant
<b>PVN ID</b>	VU-2108-004195
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF SR VC FOR UNIVERSITY RELATIONS
<b>Department</b>	Citizenship Now!
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$23.00-\$25.00
<b>Hour(s) a Week</b>	0.00-19.00
<b>Closing Date</b>	Oct 06, 2021 (Or Until Filled)

## General Description

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CUNY Citizenship Now! is the largest university legal assistance program in the nation, providing free and confidential citizenship and immigration law services since 1997. With more than 60 employees, six full-time centers, and 45 part-time locations, we believe in empowering immigrants so that they are in control of their immigration case, a model of legal assistance called pro se. Through this model, our attorneys and paralegals help thousands of individuals each year.

### **JOB DESCRIPTION:**

CUNY Citizenship Now! is looking for a creative, self-motivated individual to support a busy, fast-paced communications team. We are looking for a fast learner with strong organization and time management skills. The position reports to the Communications Manager.

## Other Duties

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- Create printed and online materials to support our legal staff's work and promote the organization's initiatives. These materials may include brochures, flyers, booklets, handouts, presentations, posters, signs, giveaways, e-newsletters, emails, videos, animations, and training materials.
- Support the creation and continuous update of a collection of legal office documents used to provide services to immigrants, including forms, intake sheets, fact sheets, screening tools, and checklists.
- Help create social media campaigns by writing copy, scheduling posts, monitoring and analyzing performance, and making recommendations for improvement.
- Interact with other team members, units, and/or vendors to see a project through completion and ensure that jobs are delivered/published on time.

- Attend events held by the organization and perform the role(s) assigned as needed.
- Place Facebook/Google ads as needed.
- Perform other duties as required by the position.

## Qualifications

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### **MINIMUM QUALIFICATIONS:**

- Associate's degree in Graphic Design, Digital Information Technology, Communications or closely related field.
- Proven 2-year working experience in a similar position.
- Advanced knowledge of Word, PowerPoint, Outlook, and Excel.
- Working experience with Adobe Creative Suite (InDesign, Photoshop, Illustrator, After Effects, and Premiere).
- Knowledge of print production and of best practices in creating digital files for print and the web.
- Familiarity with mail marketing services such as Constant Contact.
- Proficiency with social media monitoring, scheduling, ad placement, and analytic tools such as Hootsuite
- Excellent written communication skills.
- Demonstrated creativity and attention to detail.
- Ability to manage shifting priorities and tight deadlines.
- Self-motivated and interested in immigration issues.
- Strong organization and time management skills.

### **PREFERRED QUALIFICATIONS**

- Bilingual in Spanish.
- Familiarity with HTML.
- Knowledge of basic photography.