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| <b>Job Title</b>      | Graphic Designer- Part Time              |
| <b>PVN ID</b>         | VU-2209-005070                           |
| <b>Category</b>       | Administrative Services                  |
| <b>Location</b>       | OFFICE OF SR VC FOR UNIVERSITY RELATIONS |
| <b>Department</b>     | Cuny Citizenship Now                     |
| <b>Status</b>         | Part Time                                |
| <b>Hourly Rate</b>    | \$21.00-\$23.00                          |
| <b>Hour(s) a Week</b> | 19.00                                    |
| <b>Closing Date</b>   | Nov 10, 2022 (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 cases, 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 two creative, self-motivated individuals to support a busy, fast-paced communications team. We are looking for fast learners with high-level attention to detail and strong organization and time management skills. The position reports to the Communications Manager.

## Other Duties

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- Support the creation and continuous update of a collection of documents to provide legal services to immigrants, including forms, intake sheets, fact sheets, screening tools, and checklists, using existing templates and style sheets.
- Create and/or update printed and online materials to support our legal staff's work and promote the organization's initiatives. These materials may include e-newsletters, emails, business cards, brochures, flyers, handouts, presentations, posters, signs, giveaways, booklets, training materials, videos, and animations.
- Ensure that work adheres to established brand and style guidelines unless otherwise specified, and responsible for quality control of materials produced.
- Help create social media campaigns by writing copy, scheduling posts, and monitoring and analyzing performance.
- Interact with other team members, units, and/or vendors to see a project through completion and ensure

that jobs are delivered/published on time.

- Liaises with vendors to obtain quotes, and provide job specs, purchase orders, and delivery instructions.
- Take photos at events and retouch, organize and archive them.
- Attend events held by the organization and perform the role(s) assigned as needed. These events may be held on Saturdays.
- 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.
- 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.
- Excellent design sense and awareness of current design trends.
- Familiarity with mail marketing services such as Constant Contact.
- Excellent written communication skills, including proofreading.
- Proficiency with social media monitoring, scheduling, ad placement, and analytic tools such as Hootsuite
- Advanced knowledge of Word, PowerPoint, Outlook, and Excel.
- Demonstrated creativity and superb attention to detail.
- Ability to manage shifting priorities and tight deadlines.
- Strong organization and time management skills.
- Self-motivated and interested in immigration issues.

### **PREFERRED QUALIFICATIONS (Not required)**

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