



BOYS & GIRLS CLUBS
OF BENTON AND FRANKLIN
COUNTIES

POSITION TITLE

GRAPHIC DESIGNER

ORGANIZATION DESCRIPTION

Boys & Girls Clubs of Benton and Franklin Counties is committed to empowering all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. We provide a broad range of programs and activities focused on our priority outcomes of Academic Success, Health & Wellbeing, Character & Leadership, and Life & Workforce Readiness. Boys & Girls Clubs of Benton and Franklin Counties began in 1995 and now serves more than 4,000 Club members each year at 29 Club locations. The Club currently works with community partners to establish additional Club sites in underserved communities.

POSITION SUMMARY

Under the supervision of the Chief Marketing Officer, the Graphic Designer is responsible for producing unique digital and print content for the organization. Content is distributed to multiple audiences (primarily donors, parents, and community members) through mailers, e-newsletters, presentations, social media posts, our websites (greatclubs.org and virtualbgc.org), and more. Through the use of brand standards and thoughtful design, the Graphic Designer will help position and elevate the Boys & Girls Club brand in our community and beyond. The Graphic Designer is a critical part of our Marketing Department, working closely with other team members on projects throughout the year. Specific work projects include:

- Event branding and design
- Logo design and positioning
- Pamphlet/flyer/banner/postcard design
- Print newsletter design
- Graphics for social media, web, and videos
- Merchandise design

QUALIFICATIONS

- Minimum 4 years experience working in graphic design / digital media / marketing
- Working knowledge of Adobe Creative Suite programs, specifically Illustrator, Photoshop, InDesign, and Lightroom.

SUPERVISOR

Chief Marketing
Officer

STATUS

Full-Time
Hourly/non-exempt

COMPENSATION

\$28.91-\$37.55/hr
DOQ/DOE

BENEFITS

Medical Insurance
Dental/Vision
Long Term Disability
\$10,000 Term Life
Insurance Policy
401K (pending
eligibility requirements)
Staff Childcare
Discounts
Paid Holidays

- Working knowledge of Canva, including brand templates and brand kits.
- Working knowledge/experience with Dropbox, Asana, and Slack a plus.
- Marketing photography experience a plus.
- 21+ years of age
- High school graduate
- Ability to work quickly and efficiently, and meet tight deadlines.
- Ability to remain poised, positive, and energetic in a busy work environment.
- Ability to work on multiple projects and develop solutions to problems.
- Ability to adapt as projects change.
- Ability to work a handful of nights and weekends throughout the year (for special events).
- Excellent communication skills.
- Be able to lift 40lbs.

APPLICATION PROCESS

Please submit a cover letter, resume, and a link to your portfolio to josh.peterson@greatclubs.org. Position will close as filled.

Boys & Girls Clubs of Benton and Franklin Counties is an Equal Opportunity Employer.

GREAT FUTURES START HERE.