Graphic Design Coordinator: The Graphic Design Coordinator reports to the Director of Marketing & Communications, creating dynamic visual content representing Team Red, White & Blue's brand, programs, and partnerships. This position plays a key role in presenting the personality of Team RWB and extending the reach of its brand image among various platforms.

We believe each team member makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities outlined in a job description. Therefore, this job description is designed to outline primary duties, job scope, and qualifications, but not limit the employee or the organization to just the work identified herein. It is our expectation that each team member will offer their services wherever and whenever necessary to ensure the success or our mission.

Primary Duties:

- Create a wide range of marketing deliverables including, but not limited to, graphics for web, social media, print, signage, gear, email, and other marketing materials
- Coordinate with internal teams, primarily the Marketing and Communications department, in the design concept phase through completion of a project, attending weekly meetings
- Translate strategic direction into high-quality design with an established brand identity
- Coordinate with outside agencies, partners, printers to complete projects
- Develop concepts using Adobe Creative Suite
- Develop templates for volunteers and staff members using Canva
- Collaborate with departments to design the annual report once per year
- Ensure brand standards are consistent within all designs
- Other duties as assigned by the Director of Marketing & Communications

Qualifications:

- Bachelor's degree in graphic design or related field required
- One year of experience working with marketing teams to develop communications collateral
- Proven ability to use Adobe InDesign, Photoshop, Illustrator, and other graphic design software
- Compelling portfolio of work over a wide range of creative projects
- Excellent eye for detail
- Knowledge of layouts, graphic fundamentals, typography, print, and web
- Passion for service to country and the veteran population
- Gritty, determined, able to handle adversity in pursuit of goals
- Superior time management and ability to meet deadlines
- Willingness to leverage social media and embrace physical fitness/challenges publicly to lead and inspire others
- This is a remote position. Applications will be considered from any state. North Carolina preferred.

This is a part-time (20-hour per week, no benefits), temporary, telework position with a small travel requirement. Compensation is competitive among nonprofits and commensurate with skills/experience. For additional information about Team RWB, please visit www.teamrwb.org

Team RWB is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law. CLICK HERE TO APPLY FOR THIS POSITION.