



Graphic Design Specialist

Job Classification: Full Time, Non-Exempt

Reports to: Graphic Design and Creative Manager

Position Summary

The Graphic Design Specialist works under the direction of the Graphic Design and Creative Manager and assists in the design and production of graphic art and visual materials for print and digital media. Ensures that layout and design are aligned with brand and production standards and follow best practices. Assists in the creation and execution of design solutions including imagery, charts, infographics, and multimedia elements used for marketing, advertising, sales, and others forms of communication.

Principal Duties and Responsibilities

1. Create content for social media, webpage, and other mediums.
2. Assists with marketing strategies and campaigns.
3. Assists with events, as needed.
4. Performs other related duties as necessary or assigned.
5. Complies with federal and state regulations and all established bank policies and procedures.

Other Responsibilities

- Support and promote the Bank vision, mission and core values, organizational structure and policies and procedures.
- Must have excellent analysis and observation skills.
- Individual should be able to work under high pressure situations and a stressful atmosphere and should remain composed.
- High degree of accuracy.
- Strong organizational skills; able to manage priorities and workflow.
- Demonstrate excellent technical problem-solving, creativity, organization and learning skills.
- Ability to work independently and as a team member.
- Position can be stressful, may require lifting, carrying, or moving heavy items.

Education and Experience

- Bachelors' degree preferred in Graphic Arts, Advertising, Marketing or related field.

- Minimum 3 years of experience in graphic/web design projects or equivalent combinations of education and experience.
- Must be proficient in Adobe Creative Suite - primarily Photoshop and Illustrator
- Knowledge of other graphic design and publishing tools including Canva etc.
- Strong verbal, written, and interpersonal communication skills.
- Excellent PC skills, including Microsoft Office products.
- Excellent attention to details.
- Demonstrate knowledge and experience in print production process and how it affects design.

Application Requirements

- Please provide portfolio or website.