

Outreach

Community Ministries

Restoring Hope,
Providing Opportunities

POSITION AVAILABLE

Outreach Community Ministries, Inc. (OCM) is a Christian, community service organization seeking to attract and hire a diverse staff of highly competent professional employees.

Position Title: Part-time Graphic Designer

Division: OCM Administrative Office – Wheaton, IL

The Administrative Office houses the Finance, Resource Development, Human Resource, Volunteer Services, Grant Management and Executive offices for Outreach Community Ministries and its divisions: The Outreach Community Center, Wheaton Youth Outreach, Warrenville Youth and Family Services, York Community Resource Center and the Outreach Community Counseling Centers

Job Responsibilities: The Graphic Designer is responsible for creating original designs, within brand guidelines and current marketing trends, to support the organization's communications and marketing objectives, including fundraising events, marketing campaigns, and the annual report. Designs will also be included in various promotional materials that are distributed and used across Outreach's 17 sites.

The Graphic Designer reports to the Communications Manager and participates as a member of the Resource Development Office.

Requirements: 1-3 years of professional design experience. Bachelor's degree in Graphic Design, Visual Arts, or related field preferred. Demonstrated ability to create a clean, contemporary design aesthetic. Must have a strong eye for detail and accuracy, ability to multi-task in a fast-paced environment, and the ability to work independently. Must be capable of taking direction and managing feedback. Basic photography skills are a plus.

Status: This is a part time position at 8-12 hours per week. Flexible schedule with the possibility of remote work for some hours.

Compensation: The hourly rate for this position falls between \$13-\$15 per hour based on education skills and experience.

Apply Online: Consideration will be given to candidates who submit a Resume, Cover Letter, and a link to the candidate's online portfolio of work.

www.outreachcommunityministries.org

Posting Date: December 27, 2017

OCM complies with all applicable state and federal laws pertaining to nondiscrimination in employment, including nondiscrimination on the basis of race, color, sex, national origin, age, and disability. As a religious organization, OCM reserves the right to make employment decisions based on its religious identity, as permitted by state and federal law.