Graphic Design Specialist
Talitha Koum Institute
Job Description

**Position Title:** Graphic Design Specialist

**Community Service Partner:** Talitha Koum Institute

**Job Description:** Graphic design as needed for a variety of print and online projects. Updating and maintaining website using Squarespace platform. Concepting and developing a variety of “thank you” materials. Maintaining and adding to a current portfolio of photography. Responsible for design and implementation of communication strategies for Talitha Koum’s key external constituencies (funders, prospective funders, volunteers, community supporters, corporations, and others). Will function under the direction of the Executive Director to help produce organization-wide design messaging, including electronic and print communications. Must have functional skills in InDesign, Illustrator, Photoshop and demonstrated talent in graphic design.

**Hourly Rate:** $12.00/hour

**Apply for Position:** Please attach and email your application materials ([application form](mailto:application form), resume, and cover letter) to scowley@talithakoum.org.

Please **DO NOT** send application materials to Student Employment.