

Design Specialist

Mission: We're a community of farmers and supporters, focused on education and evidence-based research, for the purpose of building a more economically-just, environmentally-regenerative, and community-focused food system.

Position overview: We're seeking a part-time Design Specialist to produce a diverse array of professional-quality print and digital design products. You should have a well-rounded set of design skills and an ability to translate concepts and written copy into clear, aesthetically pleasing materials that consider purpose, audience, tone, and brand identity. This position reports directly to the Communications Strategist.

This is a primarily remote position with some in-office workdays and monthly in-person all-staff meetings. All employees are required to attend our annual Sustainable Agriculture Conference, which takes place each February in Lancaster, PA. Employee must comply with PASA's remote employee policies.

Responsibilities

- Design and manage the production of a variety of print communications products, including but not limited to brochures, flyers, research reports, research briefs, annual reports, postcards, etc.
- Design and manage the production of a variety of digital communications product, including but not limited to email newsletters, promotional emails, web pages, social media graphics, etc.
- Translate concepts and data into broadly accessible infographics, tables, graphs, and other visual products
- Identify photos and images to incorporate into promotional materials
- Manage and develop efficient design production and organized file storage processes
- Maintain photography and art databases
- Coordinate projects with printer and other vendors
- Other tasks as assigned by supervisor

Qualifications

- A degree in graphic design or a related field, or equivalent professional experience
- Experience working as an in-house designer and/or a freelance designer
- Proficiency with Adobe Creative Suite software, including InDesign, Photoshop, and Illustrator
- Excellent layout skills

- Ability to simultaneously manage several ongoing projects and meet production deadlines

Preferred qualifications

- Competency with WordPress, Google Suite, and email marketing platforms (e.g., Emma)
- Professional experience writing, editing, and proofreading
- Photography skills
- Video production and/or video editing skills
- Social media experience
- Familiarity with our mission and sustainable agriculture

Compensation: This is a part-time (20–25 hours per week), primarily remote, two-year grant-funded position through June 2021, with the possibility for continued employment thereafter considering organizational needs and funding availability.

Annual compensation is \$18,000–\$24,000 depending on skills and experience, with the option for cost-shared benefits. Other employment or contract work you intend to continue if hired should be disclosed during the hiring process.

How to apply: Please submit a cover letter, your resume, and a link to an online portfolio and/or up to five examples of your design work to jobs@pasafarming.org by May 28th. This position will remain open until filled; however we will conduct the first round of interviews beginning in early June based on applications received by May 28th. The anticipated start date for this position is July 1st or sooner.

Employee value statement

We are passionate about effectively advancing our mission. We value employees who:

- share our passion and can clearly communicate the value of our work to others;
- consider how we can do things smarter and more efficiently;
- anticipate and address roadblocks or other challenges;
- stay current on trends in the field;
- embrace and accommodate change; and
- continuously advance their knowledge and skills through professional development.

We strive to create a work culture that promotes both independence and collaboration. We value employees who:

- are committed to fostering a connected, respectful, and responsive work environment, whether work is being conducted remotely or in person;
- exemplify honesty and integrity;
- possess excellent interpersonal skills;
- exercise good judgement and take initiative when needed; and
- can recognize when to ask others for advice, feedback, or support.

We take pride in the quality of our work. We value employees who:

- consider the big picture while paying close attention to accuracy and detail;
- can clearly and thoughtfully communicate in person and in writing;
- are highly organized; and
- thrive in a fast-paced, professional work environment.

We are an equal opportunity employer and are committed to fostering a diverse and inclusive environment. We encourage people of color, members of the LGBTQ+ community, veterans, people with disabilities, those who have been formerly incarcerated, and members of other underrepresented or underserved communities to apply.