



pasadena humane society & spca

Graphic Designer

FLSA Classification
Full Time, Non-exempt

REPORTS TO: Creative Director

DIVISION: Communications

DEPARTMENT: PR/Marketing

JOB DESCRIPTION

SUMMARY/OBJECTIVE

The Graphic Designer possesses experience in both print and electronic media who can take direction from written or spoken ideas and convert them seamlessly into images, layouts and other designs. The Graphic Designer has an intimate understanding of how marketing campaigns work, especially in the non-profit sector, to support both the Marketing and Development departments.

SUPERVISORY RESPONSIBILITIES: Volunteer videographers and graphic designers

JOB DUTIES AND RESPONSIBILITIES

- Work simultaneously on multiple design projects based on current workload across all departments of the organization.
- Create visual aspects of marketing materials, websites and other media, including infographics.
- Put together disparate elements of a design created by another professional, such as icons, photographs and other components necessary for a website design.
- Collaborate with Creative Director, internal clients, copywriters, and vendors to create cohesive designs that reflects the organization's culture, goals, and overall brand.
- Design marketing collateral such as brochures, flyers, web banners, greeting cards, etc.
- Manage relationships with vendors, including creative service providers and designers.
- Help to oversee development of marketing volunteer programs, such as graphic design, photography, and videography.
- Uphold Pasadena Humane Society's mission and contribute to building a culture of philanthropy.

SKILLS AND QUALIFICATIONS

- Bachelor's Degree in Fine Art Design, Marketing, or related discipline and 4+ years' experience in professional design, preferably with a marketing or creative agency, or equivalent background and experience in lieu of a degree.



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- Demonstrated skills, knowledge and experience with Adobe Creative Cloud, Powerpoint, and Mailchimp platforms.
- Working knowledge of CSS3, HTML5 and JavaScript.
- Experience working with WordPress templates.
- Adaptive design eye and skill.
- Ability to absorb and apply constructive criticism from peers and internal clients.
- Strong verbal and written communication skills. Good listener.
- Previous animal welfare experience preferred, but not required.
- Strong sense of professional judgment and ability to maintain confidentiality.
- Must interact positively with supervisor, management, coworkers, volunteers, and the public to promote a team effort and maintain a positive and professional approach.
- Must be able to work independently with minimal supervision.
- Must have valid driver's license with a satisfactory driving record.

WORKING CONDITIONS

- Fast-paced environment. Employees are exposed to numerous animals (live and deceased), including those with uncertain dispositions. They are required to act in a safe and responsible manner.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The Pasadena Humane Society and SPCA is an Equal Opportunity Employer. It is our policy not to engage in discrimination against any individual, or harassment of any person seeking employment with our organization on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, genetic information or status as a covered veteran including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable State and Federal laws. Federal law requires proof of citizenship or "alien right-to-work" status. PHS maintains a drug-free workplace and performs pre-employment substance abuse testing.