

# LOVE146

## DESIGNER

**LOVE146 VISION:** The abolition of child trafficking and exploitation. Nothing less.

**LOVE146 MISSION:** ABOLITION & RESTORATION!  
We combat child trafficking & exploitation with the unexpected and restore survivors with excellence.

**REPORTS TO:** Creative Director

**SALARY:** \$20,800 - \$21,850/year

**STATUS:** 20 hours/week

**LOCATION:** New Haven, CT

**ANTICIPATED START DATE:** August 21, 2017

### OVERVIEW:

The Designer maintains and facilitates the implementation of the Love146 brand, working with the Communications Team to create high quality, creative mass communication material for print and web. This position requires a creative, intuitive designer who is also well-organized, a quick learner, and can take initiative as a team member in a small, thoughtful, and effective non-profit environment.

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## JOB RESPONSIBILITIES

### *Production and Delivery:*

- Ensure designs for mass communication are created in a timely manner and are consistent with the Love146 brand (including website content, social media, print, and graphics supporting video projects), as articulated in the Love146 Style Guide.
- Take initiative in maintaining outgoing digital communications, including website, social media posts, and email marketing; making new suggests for strategic improvement in our approach, as relevant.
- Work with existing legacy of design files and projects, updating and adapting for consistency and efficiency.
- Provide additional multimedia support as needed for the completion of communications projects, as determined by the Creative Director.
- Contribute to the written content within designs (suggesting headlines and supporting copy), editing and making choices in order to take content from various written formats and make it accessible to a wider mass audience, especially for email and social media.

### *Strategic Contribution:*

- Be proactive in looking for opportunities for multimedia design to contribute towards the goals of the Love146 Communications Team and solutions for the organization at large.
- Work with Communications Team to develop concepts, designs, and ideas within our mission that meet the goals and objectives at hand.

### *Team Support:*

- Keep relevant communications files organized on Love146's cloud storage system.
- Create, organize and distribute templates, supporting co-workers on other teams to fulfill their own needs outside of mass communication; managing expectations to achieve a balance of adequate branding and minimal design assistance.

- Under the supervision and support of the Creative Director, exercise considerable judgment in managing incoming design requests, timelines, and priorities to maintain appropriate boundaries of work requests.
  - Document purchases and support expense reporting.
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## **QUALIFICATIONS & EXPERIENCE**

- Strong portfolio in digital and print media
  - 3+ years' experience in design and digital media
  - Capacity to work within a process and be detail oriented, managing needed approvals and edits during a project
  - Team player and excellent verbal and written communication skills
  - Ability to work independently, anticipate work needs and follow through with minimum direction
  - Adept at project management, time management and scheduling
  - Intrinsic interest in the NGO field or specifically the issue of human trafficking
  - Ability to take initiative, set priorities, work independently and manage multiple tasks
  - Ability and willingness to adapt to a variety of duties and priorities
  - Ability to focus in a busy and open office environment
  - Sense of humor
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## **COMPETENCIES & SKILLS**

- Strong creative skills combined with extensive knowledge of design software
  - Prior design and website maintenance experience
  - Seasoned experience with Adobe Creative Suite
  - Familiarity with Google Docs, Slides and Drawings a plus
  - Experience with Wordpress and/or Basic html skills a plus
  - Basic video and audio production skills preferred
  - Must be up-to-date with the rapidly changing field of computer/digital technology
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## **WORKING CONDITIONS**

The incumbent must spend long hours sitting, using office equipment and performing computer operations, which requires intense mental and visual concentration and eye hand coordination. The incumbent is located in a busy, open office area with regular interruptions which may cause stress. The incumbent is required to deal with a wide variety of people on various issues.

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## **APPLICATION INSTRUCTIONS**

To apply for this role, please submit a design portfolio, resume, employment application and cover letter to [hr@love146.org](mailto:hr@love146.org), referencing "Job Title" in the subject line. Physical portfolios cannot be accepted with initial applications.

***Love146 is Love146 is a Minority/Female/ Disabled/Veteran/Equal Opportunity Employer/  
Affirmative Action Employer.***