



## Digital and Graphic Design Associate

### **The Leadership Conference on Civil and Human Rights The Leadership Conference Education Fund** Washington, D.C.

The Leadership Conference on Civil and Human Rights and The Leadership Conference Education Fund seek a creative and versatile **Digital and Graphic Design Associate** who will work collaboratively on projects across multiple issue areas. The Associate will play a creative role in developing ideas and concepts for organizational campaigns and projects. Tasks will include designing and producing HTML/CSS templates and graphics for websites, social media, email campaigns, action alerts, and fundraising campaigns, as well as designing and laying out documents for print production, including posters, flyers, invitations, brochures, reports, etc.

**The Leadership Conference on Civil and Human Rights**, a 501(c)(4) organization, is the country's oldest and largest civil and human rights coalition of more than 200 national organizations. The Leadership Conference has coordinated national advocacy efforts on behalf of every major civil rights law since 1957. Learn more at [www.civilrights.org](http://www.civilrights.org). **The Leadership Conference Education Fund**, a 501(c)(3) organization, builds public will for federal policies that promote and protect civil and human rights in the United States. Founded in 1969 as the education and research arm of The Leadership Conference, The Education Fund's campaigns inform, educate and empower local, state, and national leaders to advance and protect civil and human rights and progressive change in the United States. To learn more about The Education Fund, visit [www.leadershipconferenceeducationfund.org](http://www.leadershipconferenceeducationfund.org).

This individual will work with the communications team and cross-departmental project teams to design graphics and layout documents for all organizational communications and publications, manage image and template libraries and obtain relevant stock imagery as needed, and manage accounts with printers and other media vendors. They will also ensure consistent use of organizational brand and messaging across all public communications, assist with presentation and design needs at live events, and post materials on our websites.

Ideal candidates for this position will have a demonstrated commitment to, and passion for, civil and human rights issues, a Bachelor's degree, and a minimum of 2-4 years' experience working as a designer, preferably with a non-profit, think tank, or similarly situated organization. They will have significant experience producing and designing digital and other media for campaigns and an ability to design for various audiences and purposes such as official communications, grassroots organizing, and online advocacy. They will also be proficient with Adobe Creative Suite, InDesign, and Microsoft Office programs (Word, Excel, and Power Point) and a working knowledge of HTML and CSS with experience in web design and production. They will have experience preparing files for output for both print and online formats. Finally, the candidate must have a proven ability to manage and complete multiple projects under tight deadlines, be a team player who thrives in a fast-paced collaborative environment, as well as have excellent written, verbal, and analytical communication skills. Experience producing web video and other multimedia a plus but, not required.

**Excellent benefits! Salary will be commensurate with experience.**

To apply, e-mail resume, cover letter detailing your fit with the position's responsibilities, a link to your design portfolio, and salary requirements to: [personnel@civilrights.org](mailto:personnel@civilrights.org) with Digital and Graphic Design Associate in the subject line. Only applications submitted by email will be considered.

***The Leadership Conference and The Education Fund provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age or disability.***