



Graphic Designer

Start Date:

May 1, 2024

Part-time, up to 20 hours a week

Applicable Majors:

Graphic Design

Why this position matters:

You will become a trusted member of the team with considerable responsibilities and lots of support and training. This is a position that won't just help you gain experience and allow you to build your portfolio, this is an opportunity for you to change the future of children. Our organization is going global, which means your work will be seen by orphanage caregivers around the world who are being trained on our programs. You'll also have the responsibility to convince donors to help support this mission.

What this role is all about:

We are looking for a Graphic Designer who is highly motivated to make a difference. You should have an understanding of how to work well with other designers and non-designers. You will be supporting the Marketing Team with designed collateral for various projects. This includes designing for social media, email marketing, and occasionally the website. This also includes assisting where needed on various projects for other departments.

In short, you will be responsible for:

- Designing in accordance with the existing brand guide, but using creative processes to develop fresh ideas and designs
- Project managing assignments and completing iterations in a timely manner
- Collaborating with other department members and the Design Communication Manager on special projects to help fulfill the vision and emotion desired
- Generating ideas and providing strategic input during Marketing Team meetings

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- Editing photos from service trips and helping to catalog them in our software
- Cataloging additional assets in our software

Required Skills:

- Ability to use the following Adobe software to an advanced-proficient degree
 - Illustrator
 - Photoshop
 - Indesign
 - Lightroom
 - Premier Pro - Bonus Skill
 - After Effects - Bonus Skill
- Ability to work through the creative process, including iterating, accepting/providing feedback, and file managing
- Think creatively and find new inspiration
- Manage projects and time wisely
- A high skill level to turn projects around with quick deadlines

A note from the Executive Director:

If you want to apply for this position, the following should be true of you:

- You love communicating! You find compelling concepts to deliver an emotion and a strong message.
- You need to take initiative and be willing to make mistakes. We've failed lots in the past and try to make new mistakes every day because we believe that is how you learn the quickest. You need to trust us to be cool and you need to be vulnerable.
- You aren't assumptive, you look for clarity and don't mind looking ignorant because you care more about being valuable than looking smart. You will understand why you are doing what is asked of you because you know we expect you to use your brain and make judgment calls regularly.
- You should know yourself pretty well - knowing your strengths and weaknesses (bonus points if you include your top 5 strengths from Gallup's Strengthsfinder assessment in your cover letter).
- You should be confident and friendly, not intimidated by others. You should be direct and to the point and not worry about hurting our feelings (but don't be mean).
- You need to be task oriented and love knocking things off your checklist. This is a big one.



- You should be able to read this list of tasks and competencies and figure out how to present yourself in a personal letter to us explaining why you would likely be a great fit (even though you may be missing one of the attributes we are looking for). You would be able to know what would count as evidence that you are smart and capable enough to roll with us. If you just send a resume and not a cover letter and portfolio then you won't hear back from us because you aren't a careful enough reader to get the job (though you read this far, so you obviously will include it).

About Us:

A Child's Hope Foundation (ACHF) is a 501(c)3 public charity that's mission is "Lifting Orphans from Surviving to Thriving." Please visit us at www.achf.org and look for us on FB and Instagram.

To apply, email your cover letter, resume, and portfolio to info@achf.org