

The Municipal Research and Services Center (MRSC), a nonprofit located in Seattle, seeks a part-time (32 hours/week) experienced graphic designer to join its communications team. Under the general direction of the communications manager, this position is responsible for maintaining, updating, and creating a variety of print and digital materials that are consistent with MRSC's brand identity. The graphic designer also improves and updates the MRSC brand as needed.

This opportunity is well suited for a "generalist" graphic designer that is comfortable working in both print and digital media and has strong project management skills to handle work requests coming from a variety of MRSC staff members.

PRINCIPAL DUTIES

- Maintain, update, and create layout and design for all MRSC legal, policy, and finance publications and a variety of other materials available from the MRSC website, such as checklists and practice tip sheets.
- Maintain, design and produce, in coordination with communications staff and external printer staff, the MRSC quarterly newsletter, and other marketing materials, including brochures, handouts, and on-brand signage for conferences and events.
- Work with administrative and other staff to design print and online materials for contract partner associations annually. Projects include logo creation, conference invitations, event signage, etc.
- Work with teams to create deliverables for special contract projects. Deliverables will vary per project and could include materials such as new publications, forms, graphics, etc.
- Collaborate with other communications team staff to improve the visual presentation of content in the MRSC website so that it is easier to read, understand, and browse.
- Design internal projects as needed, such as directories, forms, business cards, staff newsletters, etc.
- Update, design and order MRSC swag materials.
- Update the design of the various MRSC e-newsletters on an as-needed basis.
- Maintain vendor accounts that produce collateral for swag, print, and online needs.
- Work closely with communications and consultant staff on a project by project basis to develop charts, infographics, maps and other visual content that help in the understanding of complex policy ideas.
- Produce sponsorship collateral materials in print and online formats as needed.
- Create, update, and maintain MRSC's visual assets and template files.

REQUIRED QUALIFICATIONS

- Bachelor's degree or other accredited program in Graphic Design or related field, and minimum of 2 years prior professional graphic design experience, or a combination of related education and experience
- Fluency with Adobe Creative Suite, especially InDesign, Photoshop, and Illustrator
- Fluency in Microsoft Office, especially Word and PowerPoint

- Strong knowledge of visual design principles, composition, color theory, typography, and iconography as applied to print and digital formats
- Familiarity with web usability principles and basic HTML and CSS
- Ability to work well independently and as part of a team
- Strong project management skills

PREFERRED QUALIFICATIONS

- Experience coordinating with printers and prepress file preparation
- Familiarity with Constant Contact or other email marketing software
- Experience in data visualization using Tableau or other software is a plus

Starting Salary: The part-time salary range (32 hours/week) is \$42,649 - \$60,262 and will depend on qualifications and experience. We offer excellent benefits, professional development, and a rewarding work environment. MRSC is an Equal Opportunity Employer and we value diverse life experiences and perspectives.

About MRSC: MRSC is a private nonprofit organization devoted to helping local governments in Washington State achieve success. We support effective local government through trusted consultation, research, training, and collaboration. We have an outstanding reputation for providing reliable, unbiased, trustworthy advice and information. We answer questions, collaborate with partner organizations, convene stakeholders, and disseminate information on featured practices and emerging issues.

Our Team: Our 24-person team includes attorneys, policy and financial experts, local government professionals in planning and public works, communications specialists, program and accounting administrators, and information technology staff. We work on a collaborative basis.

TO APPLY: Please submit a letter of interest, resume, and a link to a portfolio of sample works to Aimy Enriquez at aenriquez@mrsc.org. Open until filled. Initial Review of submissions will occur on **Monday July 8, 2019**.