



Building Healthier
Communities

2031C Hospital Drive
Sedro-Woolley, WA 98284

VISUAL COMMUNICATIONS DESIGNER (ON-CALL)

Pay Rate: \$22.00 – 28.00/hour (DOE)

FTE: 0.00 (on-call) Non-Exempt

Posting Opens: 10/20/2023

Posting Closes: *open until filled*

Reports To: Visual Communications & Tech Supervisor

Ready to share your graphic design skills and experience to make a difference?

We are looking for an energetic, conscientious, and detail-oriented individual who enjoys collaboration and takes pride in their work to join our team as an on-call **Visual Communications Designer**.

United General District 304 (District 304) is a public hospital district in Skagit County, Washington with a goal of building healthier communities across six pillars of health and wellbeing: **Active Living, Community & Professional Education, Engaged Youth & Communities, Healthy Eating, Thriving Children & Families, and Stewarding Assets & Opportunities**. Located in scenic Sedro-Woolley, the gateway to the North Cascades, District 304 is a dynamic organization with an extensive history of connecting people and communities with best-practice health promotion and prevention programming. Our programs and staff seek to uphold our core values of compassion, collaboration, innovation, equity, and excellence. Learn more about how we are building healthier communities at www.UnitedGeneral.org.

Job Overview:

Provide on-call work in graphic design, website maintenance, social media marketing, and other visual communications support as needed.

Responsibilities and Duties:

Perform tasks as outlined by the Visual Communications & Tech Supervisor, following style guidelines, and aligning with program requirements. Tasks may include (but are not limited to):

- Design/Creation of digital and physical marketing materials
- WordPress website maintenance
- Obtaining quotes and working with printers
- Occasional social media marketing through Facebook and Instagram
- Ensure final graphics and layouts are visually appealing, accurate, on-brand, and appropriate for the intended audiences
- Communicate clearly about deliverables and complete projects in a timely manner

- Utilize relevant psychographic, demographic, and other data to create designs that resonate with the intended audiences.
- Accept feedback and revise work as requested
- Collaborate with the Visual Communications & Tech Supervisor remotely, with occasional on-site visits

Qualifications:

- Associate degree in a related field preferred
- Practical work/volunteer experience in graphic design, social media, and WordPress website design preferred
- Solid skillset using Adobe Illustrator, Photoshop, and InDesign is a must. Experience with After Effects and video editing software is a plus.
- Flexibility to respond to requests within a reasonable timeline
- Willingness to complete all work on a PC (for compatibility purposes)
- Experience adhering to style/branding guides
- Willingness to take direction and deliver products based on the needs of the client
- Excellent attention to detail
- Strong organizational abilities and commitment to meet deadlines

Work Conditions:

- Most work is remote, with occasional on-site meetings at our offices in Sedro-Woolley
- Flexible work hours
- Must have access to your own Wi-Fi connection and a PC capable of running Adobe CC

Required Physical Abilities:

- Must be physically able to sit for extended periods of time, up to 8 hours per day
- Manual and physical dexterity needed to operate a computer keyboard and mouse and handle paper documents

We offer competitive compensation to our on-call employees as well as sick leave, an employee assistance program, and free membership to our fitness center.

TO APPLY:

Click [here](#) for our general application form. Return your application, cover letter, resume, and a link to your portfolio (if you have one) to the following:

Email: hr@unitedgeneral.org

We look forward to hearing from you!

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. United General District 304, reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.