

Senior Graphic Designer

JOB DESCRIPTION

JOB TITLE	Sr. Graphic Designer	HOURS	Part Time (< 32 Hours/Week)
LOCATION	Remote (Travel Not Required)	EMPLOYMENT TYPE	W-2 Employee

Overview

Mayeda Consulting is a women-owned small business providing government and community-based organizations with organizational development services. These services include consulting, staff and leadership training, strategic planning, grant writing, and more.

The Mayeda Consulting Design Team develops visually engaging, accessible, and impactful materials tailored to our clients and community. The Senior Graphic Designer will be pivotal in leading visual strategy, overseeing design consistency, and mentoring junior design team members, ensuring excellence across all visual deliverables.

Mayeda Consulting is a small startup company that requires flexibility as it grows and evolves. Each employee contributes significantly to the success of our mission.

Key Responsibilities



- Create visually appealing materials such as guides, reports, toolkits, workflows, worksheets, and interactive forms that are easy for users to understand and meet client needs and accessibility requirements.
- Clearly communicate design ideas to junior graphic designers and work with marketing experts, content creators, the creative director, and other team members throughout the design process.
- Maintain and enhance the brand's image and visual style across various media while assisting clients in updating their brand materials and design tools as necessary.
- Review the work of junior designers thoroughly and provide helpful feedback to ensure it meets quality standards and aligns with client expectations.
- Keep track of project timelines, communicating important deadlines and progress updates to team members and stakeholders.
- Present new and creative ideas to internal teams and stakeholders and confidently incorporate their feedback to refine the final products.
- Regularly evaluate the design team's workflow and suggest ways to improve efficiency and overall quality.
- Manage multiple design projects simultaneously, ensuring everything is completed on schedule and monitoring progress closely.
- Participate in brainstorming sessions to generate innovative design ideas that support the organization's goals and client needs.
- Oversee the printing and digital production processes to ensure everything is accurate and finished on time.
- Complete additional related tasks as needed to help achieve the organization's mission.

Minimum Required Qualifications

- Portfolio demonstrating expertise in graphic design and visual storytelling.
- Advanced proficiency in Microsoft Office, Adobe Creative Suite, specifically InDesign, Illustrator, and Acrobat Pro.



- Strong command of design principles, typography, color theory, layout, and visual communication.
- Exceptional ability to conceptualize, communicate, and execute creative ideas clearly and effectively.
- Excellent organizational skills, with demonstrated expertise in digital asset management and file-sharing practices.
- Strong problem-solving capabilities, attention to detail, and ability to prioritize.
- Outstanding communication skills, both written and verbal, and the capability to deliver constructive feedback.

Preferred Education, Experience, and Knowledge

- At least one of the following:
 - o 2-3 years in a senior-level professional graphic design role.
 - o Certification in graphic design or training in design software.
 - o BSc/BA degree in Graphic Design.
- Familiarity with video editing, audio editing, and advanced photo editing.
- Experience in print and digital production processes.

Work Culture

- Team-building Activities and Retreats
- Mental/Physical Health and Self-care Leadership Check-ins
- Promotes Parenting-out-loud/Work-life Balance
- Incentives for Professional and Personal Growth
- Work Within Your Strengths **Within role limitations.*

