

MICHIGAN SENATE

SENATE MAJORITY LEADER

POSITION POSTING

GRAPHIC DESIGNER

SUMMARY:

Under the direction of the Senate Majority Leader and supervised by the Communications Director, the Graphic Designer produces graphic content for the Majority Caucus. The Graphic Designer is responsible for the development and maintenance of a brand standards guide for consistency across all forms of communication; working with the Communications Director to create graphics on social media platforms; and managing graphic design projects for all print materials for the Majority Caucus.

ESSENTIAL JOB FUNCTIONS:

- Manages all graphic design projects for the Majority Caucus, including but not limited to mail newsletters, infographics, flyers, poster boards, and letterhead
- Proofreads and edits text to prepare for publication
- Develops and maintains brand standards guide for consistency across all forms of communication
- Works with the Communications Director to create both generic and customized social media graphics for use on member and Majority Caucus social media platforms
- Assists in design and development of visuals for video production
- Suggests creative content for use by the Majority Caucus and members

SECONDARY DUTIES AND RESPONSIBILITIES:

- Provides PowerPoint and presentation support as needed
- Performs all other duties as assigned by the Communications Director

EDUCATION/EXPERIENCE:

- Bachelor's degree preferred
- Four years of experience across multiple graphic design platforms required
- Project and/or personnel management experience preferred
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to develop and maintain good working relationships with colleagues, legislators and with staff, lobbyists, and other interest groups
- Ability to work independently and as part of a team
- Excellent organizational skills and ability to maintain strict attention to detail
- Ability to maintain confidentiality of information
- Knowledge of the legislative process and of the structure and policies of state government
- Ability to use basic computer applications, including Microsoft Outlook, Teams, Word, and Excel

- Excellent written and verbal communication skills
- Ability to work outside of normal work schedule, as necessary
- Ability to prioritize multiple tasks in a fast-paced environment and meet deadlines that may be rigid or subject to change on short notice
- Ability to use diplomacy, discretion, and good judgment when disseminating information

This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

All offers of employment at the Michigan Senate are contingent upon clear results of a criminal history background check. Background checks will be conducted after a tentative offer of employment has been made and accepted.

STATUS: Salaried, with a standard benefits package

SALARY: \$50,000 - \$70,000

GOVERNING CAUCUS: Democrat

This is a non-civil service, at-will position.

Interested applicants, please direct inquiries, cover letters, and resumes to:

Michigan Senate

PO Box 30036

Lansing, MI 48909

Email: ARossman@senate.michigan.gov

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, sexual orientation, gender identity or expression, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675