



JOB POSTING: Part-Time Graphic Designer

Texas Trees Foundation | Dallas, TX 75247

ORGANIZATION

The Texas Trees (Texas Trees) serves as a catalyst in creating a new green legacy for North Texas through transformational, research-based plans that educate and mobilize the public to activate the social, economic, environmental, and health benefits that trees and urban forestry provide for a better quality of life.

POSITION OVERVIEW

Texas Trees Foundation is looking for a contract, hands-on, collaborative, and strategic graphic designer to assist with the conceptualization and execution of compelling marketing, development and communications deliverables. This position will report to the Director of Communications and Community Engagement and work closely with the communication and marketing, educational, and operational teams to deliver innovative design solutions across various media platforms that elevate our overall brand awareness of Texas Trees' and its mission of advocating for healthier cities where all people can experience the benefit of trees. Please ensure you include a portfolio of your work along with your resume to showcase your qualifications.

PRIMARY JOB DUTIES

- Effectively collaborate with internal stakeholders to understand intent, develop concepts, and execute deliverables in print and digital media.
- Thrive in a collaborative work environment and contribute as a valuable team player.
- Oversee the completion of projects, including design suggestions and quality control.
- Create initial concepts and present various design options for selection and approval.
- Develop strategic collateral from data and annual operating plans.
- Develop and implement systems, procedures, and best practices to drive efficiency and high-quality deliverables, including RFQ/RFP graphics, templates and layouts.
- Ensure compliance with brand standards across regional deliverables and merchandise.
- Maintain our library of logos, artwork, and digital assets.



ESSENTIAL QUALIFICATIONS

- Bachelor's degree in marketing, Graphic Design, or related field; or relevant work experience in lieu of degree.
- In-depth knowledge of Adobe Creative Cloud, specifically InDesign, Photoshop, Illustrator, Premier, and After Effects.
- Proficiency in all Microsoft applications including PowerPoint, Word, Excel, Teams, etc.
- Exceptional organizational, time management, and project management skills.

ESSENTIAL QUALITIES

You will succeed in this role if:

- You are passionate about the mission of Texas Trees Foundation and the causes of nature, community, and health.
- You are a focused self-starter and have a desire to continually learn and improve.
- You have an general understanding of how graphic design enhances and elevates an organization's communications and marketing efforts and can align these efforts with industry best practices.
- You bring a collaborative approach to teamwork, cross-program collaboration, and external partnerships.
- You are welcoming, engaging, and respectful.
- You are committed to service and to achieving Texas Trees' program goals.

SALARY + BENEFITS

- Competitive salary based on experience and portfolio quality.
- Flexible work schedule with opportunities for remote work; weekends as needed.
- Potential for growth and advancement within the company.
- Access to professional equipment and resources.