



TREEHOUSE

ENDING HOPELESSNESS AMONG TEENS

Graphic Designer JOB DESCRIPTION

DEPARTMENT: Operations

REPORTS TO: Vice President Marketing & Operations

STATUS: Full-time

CLASSIFICATION: Exempt

WORK HOURS: Monday – Friday; typical office hours with flexibility for event purposes

ABOUT TREEHOUSE

TreeHouse is on a mission to end hopelessness among teens. Through safe, grace-based environments and one-to-one mentoring, teens build healthy relationships, better coping skills and a sense of purpose rooted in the living hope of Jesus, unleashing untold potential in themselves and their communities. TreeHouse staff are grounded in the core values of GRACE (Growth, Relationships, Authenticity, Community, Empowerment) that determine how we build relationships with donors, partners, volunteers, fellow staff, and teens. TreeHouse serves over 3,000 teens annually across 7 states and is growing to lead the nation in ending hopelessness among teens.

GENERAL TREEHOUSE STAFF REQUIREMENT

By God's grace, TreeHouse staff live out Christian faith and values in ways that are consistent with the teachings of Scripture and by participating in a fellowship of believers for spiritual enrichment, encouragement, support, and accountability.

JOB SUMMARY

The Graphic Designer broadens awareness of the TreeHouse mission through the development and execution of high-quality marketing/promotional materials. They also work with Vice President of Marketing & Operations, external partners and teammates to strategize, plan for, produce, and execute the TreeHouse communication and marketing plan.

ESSENTIAL JOB FUNCTIONS

- Maintain brand integrity ensuring adherence to brand guidelines
 - Design and execute a wide variety of marketing tools utilized internally and externally; responsibilities include design/layout, production and driver of theme and storyboard process
 - Design and execute creative elements supporting TreeHouse events and management-driven culture building activities
 - Design, produce and serve as contributing author for TreeHouse marketing materials including appeals, brochures, email blasts, flyers, displays, presentations, thank you letters and information resources
 - Advanced skills in design software, including InDesign, WordPress and Illustrator.
 - Direct and supervise marketing-related interns and volunteers; working collaboratively with the marketing and teams across the organization
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- Maintain an up-to-date collateral, image and video archive of all publications, brochures, videos and other media produced for advancement of the TreeHouse mission
- Provide marketing support to TreeHouse events such as fundraising events, training events and community events including attending, helping with set/tear down and presentation support
- Perform other duties and responsibilities as assigned

QUALIFICATIONS

- Mature faith in Jesus Christ which is compatible with the TreeHouse statement of faith and philosophy of ministry
- Commitment to the Vision, Mission, and Core Values of TreeHouse

- Bachelor's degree or higher in Graphic Design or a related field
- Minimum 5 years relevant experience
- Experience in graphic design, layout and production as demonstrated in a professional portfolio
- Creative ability for conceptual development and ability to incorporate existing brand vibe into new modes of communication
- Strong proficiency in Adobe PhotoShop, InDesign and Illustrator
- Proficiency in all Microsoft Office Suite programs
- Knowledge of Salesforce, email and promotional vendors (preferred)
- Supervisory ability with volunteers

- Self-motivated with ability to meet deadlines independently and as part of a team
- Ability to forge positive working relationships with a wide variety of people
- Desire to continue learning and improving skill sets
- Excellent written and verbal communication skills
- Sound judgement and confidentiality