

Graphic Designer, Team Strategic Communications

Start Date: October 1
Team: Strategic Communications
Location: Brooklyn, NY

About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates 37 public charter schools in Brooklyn, Connecticut, and Rhode Island. The mission of Achievement First is to deliver on the promise of equal educational opportunity for all of America's children. We know that every child—regardless of race, zip code, or economic status—deserves access to great schools. Achievement First currently educates more than 15,000 students in historically underserved neighborhoods, with over 90% of our students identifying as Black or Latinx. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

Summary:

The graphic designer reports to the director of marketing & digital strategy and is responsible for serving as Achievement First's graphic design lead, leading design in print and digital materials and school-facing projects.

Responsibilities of the graphic designer include, but are not limited to:

- **Design & Creative:**
 - Design all Achievement First materials for student and teacher recruitment, including printed materials, the AF website, and digital advertising, in keeping with the Achievement First brand identity
 - Design annual signature print and digital pieces, with limited outside support from design vendors
 - Maintain and update the digital signage catalog for schools and vendors, school brand graphics, and overall Network brand identity assets
 - Work closely with marketing and project management associate to address school needs including creating custom signage, brochures, updating logos, and more.
 - Create and maintain general purpose templates for various external audiences
 - Art direct photo and video shoots as needed
- **Vendor Management and Administrative Support:**
 - Conduct press checks for marketing materials and work with vendors to ensure highest quality printing
 - Manage vendors in creating, organizing, and maintaining photography and video asset archives
 - Manage invoices, business card orders, and monthly credit card expenses

Skills and Characteristics

- An autonomous self-starter and problem-solver with a strong work ethic who thrives within a dynamic, small team
- Excellent graphic design skills with a strong portfolio

- Proficiency in Adobe Creative Suite (InDesign, Photoshop, Illustrator)
- Superb attention to detail
- Excellent organizational and multi-tasking skills; able to manage multiple projects at the same time
- Deadline-oriented, comfortable operating with a sense of urgency while also maintaining an eye for detail and quality
- Adaptable and flexible in responding to fast-breaking news and day-to-day changes in priorities
- Ability to work effectively both independently and as a member of a team
- Highly motivated and self-directed; capable of seeing projects through from beginning to end
- Strong work ethic and “roll-up-my-sleeves” attitude
- Results-oriented individual and willing to do “whatever it takes”

Fluency in Spanish, photography and videography skills a plus.

Educational Background and Work Experience

- Bachelor’s Degree (or equivalent work experience)
- 3-5 years of relevant experience in graphic design or related field

Compensation

Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

To Apply

Send resume, cover letter, and a sample of your work to:

Karina Sumano

Karinasumano@achievementfirst.org

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.