



## Graphic Designer – Part-time Position

### About The Center at Belvedere

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The Center is a nationally accredited, award-winning nonprofit that creates opportunities for healthy aging through social engagement, physical well-being, civic involvement, creativity, and lifelong learning. Its new home, The Center at Belvedere, is designed to be a modern, vibrant community hub. We are committed to creating an environment that is welcoming, just, equitable, and inclusive.

### About the Position

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Reporting to the Strategy and Communications Director and working closely with the Marketing Manager, you will support the mission of the organization through design and production of print and digital communications across multiple platforms, bringing The Center's brand to life to inform, inspire, and engage a broad range of audiences. The opportunity for growth into a wider range of marketing and communications activities is available.

### About the Ideal Candidate

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You are a whiz with current design software, enjoy tinkering with printer specs as much as creating eye-catching digital imagery, have an eagle eye for detail, and are not afraid to take a crack at drafting a newspaper headline. You have a keen understanding of branding and marketing, excellent communication skills, good judgment, and a sense of humor, and thrive in a fast-paced environment that requires both individual and collaborative effort.

#### Qualifications

##### *Required*

- Creativity and innovative design skills
- 3 years of work experience in print and digital graphic design
- Expertise in Adobe Creative Suite products (InDesign, Photoshop, Illustrator, etc.)
- Proficiency with content management systems and Microsoft Office Suite
- Reliable self-starter who is highly detail-oriented, accountable for meeting deadlines, and able to take direction while managing multiple competing priorities

##### *Preferred*

- Bachelor's degree in graphic design, art, or related discipline
- Photography experience
- Experience with video production and editing
- Working knowledge of HTML, CSS, and JavaScript
- Interest in social media platforms, marketing strategy, and analytics

#### Essential Responsibilities

- Collaborate, brainstorm, and strategize with colleagues on a wide range of materials that may include web pages, presentations, programming collateral, signage, internal communications, newsletters, and marketing materials
- Translate strategic direction into high-quality design within an established brand identity
- Schedule projects and define budget constraints
- Provide creative support to other departments
- Related duties as required or assigned

#### Work Hours & Benefits

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This a part-time role at 20–25 hours per week with flexible working hours. Hourly rate of \$20–\$25 is based on experience to start. Benefits include vacation, sick leave, a matching 403(b) plan, and national holidays.

#### To Apply

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Please email your resume, link to online portfolio, and a cover letter to [jobs@thecentercville.org](mailto:jobs@thecentercville.org) with “Graphic Designer” as the subject line. In your cover letter, please speak directly to your experience and your interest in working with The Center. This position is open until filled.