

Graphic Designer - (Contract Position)
Hopi Tutskwa Permaculture Institute - Kykotsmovi, AZ



Hopi Tutskwa
Permaculture

ORGANIZATIONAL DESCRIPTION

Hopi Tutskwa Permaculture is an Indigenous-led community non-profit based on the Hopi Reservation. Our mission is to create community-based solutions in order to pass knowledge to future generations and rebuild sustainable and healthy communities. We are seeking a Graphic Designer to join our team. This position will entail designing a wide variety of educational materials and online course materials across digital and offline media. We are seeking a Graphic Designer that is a self-starter, capable of delivering brilliant creative ideas, and show amazing attention to detail.

Job Description

This position will be responsible for using computers or hand tools to redesign our organizational website, create posters, flyers, course websites, logos, educational manuals and other materials to communicate ideas and information visually. We are seeking a highly artistic person with a passion for creative technologies.

Graphic Designer Responsibilities:

- Planning design concepts by studying relevant information and materials.
- Illustrating concepts by designing examples of art arrangement, size, type size and style and submitting them for approval.
- Preparing finished art by sourcing and using necessary equipment and software.
- Coordinating with outside organizations, art services, web designers, marketing, printers, and colleagues as needed.
- Contributing to team efforts by accomplishing tasks as needed.
- Communicating with HTPI staff and design team about layout and design.
- Creating a wide range of graphics and layouts for specific projects with established software.
- Reviewing final layouts and suggesting improvements when necessary.

Graphic Designer Requirements:

- Bachelor's degree in graphic design or related field.
- Experience as a graphic designer or in related field.
- Demonstrable graphic design skills with a strong portfolio.
- Proficiency with required desktop publishing tools, including Photoshop, InDesign Quark, and Illustrator.
- A strong eye for visual composition.
- Effective time management skills and the ability to meet deadlines.
- Able to give and receive constructive criticism.
- Understanding of marketing, production, website design, organizational identity, product packaging, advertisements, and multimedia design.
- Posses the necessary equipment, software, and supplies to complete the duties of the position.

Compensation:

- Commensurate with experience.

Working with the Hopi Tutskwa Permaculture Institute offers the chance to participate in a growing organization that creates emergent generative solutions. If you feel you are a suitable candidate for this position, please submit your resume and portfolio to: info@hopitutskwa.org.