



Job Title: Communications – Graphic Designer
Department: Communications
Reports To: Chief Executive Officer
Salary Grade: 4 – Exempt

Job Summary

The graphic designer provides support to the council by working with internal clients to design virtual and hardcopy collateral that delivers impact and tells the Girl Scout story within the national brand and platform.

Essential Duties and Responsibilities

- Manages the design, development and production of council collateral submitted through the Communications Portal and maintains all deadlines.
- Works closely with internal departments to cohesively implement GSUSA and GSEOK campaigns and programs.
- Responsible for positive, professional, and high quality customer service by maintaining good internal relationships.
- Develops and implements strategies to promote the Girl Scout brand in association with the Communication Manager, GSEOK and GSUSA leadership.
- Functions as the council interface with GSEOK's preferred provider of print services.
- Other duties as assigned and/or required.

Minimum Qualifications

- Bachelor's Degree or equivalent work experience in Graphic Design or related fields.
- 1-3 years of experience in design, media relations preferred.
- Excellent verbal and written communication skills.
- Ability to organize and carry out a multifaceted work load, manage production of collateral materials, and maintain deadlines.
- Willingness to work a flexible schedule including occasional evenings and weekends.
- Proof of meeting Oklahoma State requirements regarding auto licensing, driver's license.
- Proficiency in Adobe Creative Suite (especially, Illustrator, InDesign, Photoshop) and Microsoft Office products.
- Ability to lift up to 25 pounds.

- Knowledge of Girl Scouting a plus.
- Ability to work with people in diverse backgrounds.
- Ability to model behavior consistent with the Girl Scout Mission, Promise and Law.
- Girl Scouts of Eastern Oklahoma believes that diversity and inclusion among our teammates is critical to our success and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.