

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



JOB TITLE: Graphic Designer II

DEPARTMENT: Tulalip Data Services

JOB DESCRIPTION: The successful candidate will create high-quality designs, concepts, and layouts for print and web. The tasks performed include generating new layouts, images, logos, and artwork to meet organizational needs. Additionally, the successful candidate must be able to work effectively with team members. You will function as a key team member in a highly synergetic and fast-paced organization where the concept of teamwork is highly valued and expected.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5016.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: Marketing & Information Services Manager

EMPLOYEE SUPERVISES: None

EDUCATION:

- High School Diploma or GED equivalent required (attach copy of degree or transcript with application).
- Minimum Associate of Arts in Graphic Design or related art field or equivalent work experience is required (attach copy of degree or transcript with application).

SKILLS:

- Create designs and layouts using a computer and graphic design software.
- Perform photo-restoration and photo editing/manipulation.
- Analyze and troubleshoot minor software application & networking issues with Mac computers.
- Perform detailed and accurate research for graphic design oriented projects.
- Problem-solve effectively.
- Communicate effectively through use of interpersonal skills, professionalism, and integrity.
- Digitize hand drawn art.
- Investigate and troubleshoot native-format files (print ready) such as PDF, AI, EPS, XLS, DOC, TXT, etc.
- Work with some degree of ambiguity.
- Organize, work on multiple projects, be able to manage time, and ability to self-direct.
- Prioritize and complete assignments and tasks in a timely manner.
- Must be able to work in several formats for deliverables.

EXPERIENCE:

- Graphic and photo manipulation with Mac computers and graphic design software.
- Mac hardware and basic networking skills.
- Strong knowledge of print-production processes and pre-press troubleshooting.
- Use and configuration of software programs such as:
Adobe Creative Suite 4/5 (Photoshop, Illustrator, InDesign, Light room) *Test Required*.
- Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Experience in photography and digital rendering.
- Design techniques, tools and principles in graphic and design production.
- Customer service principles and techniques.
- Minimum five (5) years' experience providing visual design solutions in a web design, multimedia, or other creative agency-like environment is required.

OTHER REQUIREMENTS:

- Provide two (2) letters of recommendation (from co-workers and/or previous employers).
- Submit URL for online portfolio.
(Portfolio must include samples illustrating past experiences and representative of layouts, designs, logos, and art work used in print and on the web. The portfolio should also include samples of photo restoration and manipulations).
- A great deal of creativity and latitude is expected.
- Must have a satisfactory or better employment history with the Tribe and/or previous employers.
- Must have a valid Washington State driver's license and insurance.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Manual and finger dexterity for the operation of a personal computer, telephone, and routine paperwork.
- Stamina to sit and/or stand for prolonged periods of time.
- Ability to walk on a frequent basis.
- Tolerance to be exposed to a computer screen for prolonged periods of time on a regular basis.
- Ability to lift and carry 30 lbs. on a frequent basis.
- Mobility to bend, stoop, and/or climb stairs on an occasional basis.

SPECIFIC JOB PERFORMED:

- Use computer to generate images, layouts, artwork and other graphic types for illustrations, logos, flyers, posters, and websites.
- Create print proofs; work with printers to ensure quality printing of designs.
- Key information into computer equipment to create layouts for client or supervisor.
- Prepare draft designs for discussion with customers and/or supervisors and modify designs as necessary.
- Meet with customers to discuss and develop design requirements.

- Perform graphic design and/or photo services as assigned by management.
- Perform thorough quality assurance checks of designs.
- Review final designs and suggest improvements.
- Perform quality assurance checks of electronic and print designs.
- Participate in the Tulalip Data Services mentoring program.
- Perform other related duties as deemed necessary or requested.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.