



The Matthews House

Growing Stronger Together

Freelance Graphic Designer

Reports to:	Development Director
Job Location:	Fort Collins, Larimer County
Status:	Freelance
Pay Range:	\$25-35 per hour

This posting will close on Monday, August 5, 2024.

The Matthews House Mission: Empowering youth and families through connection, self-efficacy, and independence.

The Matthews House Vision: A community that is aware, belongs, and is self-sufficient.

The Matthews House Values: Relationship-centered, Assume the best of people, Own your role, Innovation, Remain curious

Job Description:

- We are seeking a talented and creative Freelance Graphic Designer to support the day-to-day design needs of The Matthews House. In this role, you will be responsible for creating engaging and visually appealing designs for campaigns, flyers, event materials, and other marketing needs. Your work will contribute to our mission of empowering youth and families, and help us communicate our message effectively.

Responsibilities:

- Design and produce a variety of materials, including campaign graphics, flyers, event materials, social media content, and other marketing collateral.
- Collaborate with staff to understand design requirements and ensure materials align with The Matthews House's mission and brand guidelines.
- Develop creative concepts and execute design projects from start to finish.
- Manage multiple projects simultaneously and deliver high-quality work within deadlines.
- Ensure all designs are consistent, visually appealing, and effectively communicate the intended message.
- Stay updated on design trends and incorporate best practices into work.
- Provide design support for digital and print materials.
- Assist with other design-related tasks as needed.

Qualifications:

- Proven experience as a graphic designer with a strong portfolio showcasing your work.
- Proficiency in design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign).
- Excellent understanding of design principles, typography, color theory, and layout.
- Strong creative and conceptual skills.
- Ability to work independently and manage multiple projects simultaneously.
- Excellent communication and interpersonal skills.
- Attention to detail and a keen eye for aesthetics.

- Ability to work collaboratively and accept feedback.
- Familiarity with the mission and values of The Matthews House is a plus.

Schedule & Work Environment:

- This is a freelance position with flexible hours.
- Work can be done remotely.
- Occasional meetings may be required to discuss projects and align on goals.

Equal Opportunity Employment & Affirmative Action:

EQUAL OPPORTUNITY EMPLOYMENT & AFFIRMATIVE ACTION

The Matthews House is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability or any other status protected by state or local law.