



# Graphic Designer

## POSITION SUMMARY

McKenna is seeking a talented Graphic Designer to join our team! As our Graphic Designer, you will be joining a team responsible for creating visually appealing designs for a variety of projects: from large multipage documents to project branding to public engagement materials to presentations (just to name a few). The ideal candidate is passionate about design, a whiz with Adobe Creative Suite, has a trained eye for detail, is an organized multi-tasker, thrives in a fast-paced environment, is a team player, and has a go-getter, roll up your sleeves attitude with a good sense of humor!

### Responsibilities:

- Create graphics / documents that communicate complex information simply and creatively
- Design and produce a wide range of marketing and promotional materials, including brochures, flyers, social media graphics, and more
- Create large publication design projects in Adobe InDesign, managing typography, composition, color & layout with careful attention to detail and solid technical skills
- Create project websites (experience with Squarespace is a plus!)
- Ensure projects are completed with high quality and on time
- Be able to multi-task and pivot from one project to the next without skipping a beat
- Work collaboratively with other team members to brainstorm new design concepts
- Conceptualize and execute design projects across various mediums, including print, digital, and social media
- Keep up to date with the latest design trends and techniques, with a willingness to learn new skills and methods
- Ensure the McKenna brand is on point, and kept to the highest quality

### Requirements:

- Bachelor's degree in Graphic Design, or related field or equivalent experience
- 5+ years of professional design experience
- Strong portfolio showcasing your design skills and creativity
- Proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop)
- Proficiency in Microsoft Office (Word, PowerPoint, Outlook)
- Excellent communication skills and ability to work in a team environment
- Ability to take constructive feedback and incorporate it into your work
- Thrives in a fast-paced environment – able to manage multiple projects simultaneously
- Ability to multitask and pivot among projects
- Strong communication and collaboration skills
- A go-getter, roll up your sleeves attitude

### Bonus Skills

- Experience with SketchUp
- Experience with WordPress / Squarespace
- Experience with Foleon / other online publication tools

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At McKenna, we value creativity, innovation, and teamwork. We are committed to providing our employees with opportunities for professional growth and development, and we prioritize maintaining a positive and supportive company culture. If you are a talented and passionate designer excited about creating impactful designs that inspire and engage, we would love to hear from you!

**Please email your resume and portfolio to [HR@mcka.com](mailto:HR@mcka.com)**

McKenna is an Equal Opportunity Employer and celebrates diversity, equity and inclusion and strives to create a dignified work environment where team members can thrive. Candidates with non-traditional backgrounds and transferable experience are encouraged to apply.