



# ***Oblate Service Corporation***

## ***Missionary Association of Mary Immaculate - USA***

### **JOB OPENING**

Are you a creative and talented Graphic Designer with a passion for helping others?

Do you want to work for an organization that makes a difference in the lives of the poor and abandoned?

If so, then we want to meet you. The Missionary Oblates of Mary Immaculate are specialists of difficult missions. Our 3,500 priests and brothers help the poor and abandoned in the United States and 70 countries around the world.

Our nonprofit mission development and fundraising office, located in Belleville, Illinois, and San Antonio, Texas, raises donations for the Missionary Oblates so they can carry out their work.

We are seeking a seasoned **Full-Time Graphic Designer**.

### **Summary of Position**

Under the direction of the Creative Supervisor, the Graphic Designer is responsible for generating ideas, creating, and designing direct mail packages, magazines, newsletters and other printed material used by the Missionary Association in their fund-raising efforts.

### **Essential Duties and Responsibilities**

1. Participates in developing new and creative design ideas for fundraising and marketing deliverables.
2. Creatively designs and develops direct mail packages, newsletters and other print materials as assigned from concept to digital print-ready art.
3. Must be able to communicate with Managers and Supervisors as well as writers, and various department members in the design and execution of all types of print materials.
4. Keeps current with trends and is knowledgeable regarding campaign's history, cost, target audience, etc.

### **Qualification Requirements**

- Works well within a team and independently
- Able to work on multiple projects at one time and meet tight deadlines even under pressure
- Willingness to learn new skills and find new ways to solve problems
- Possess good decision making skills
- Strong communication skills
- Must be detail oriented
- Expert knowledge in Adobe InDesign, Photoshop, Illustrator and Acrobat
- Familiar with other Adobe Cloud programs
- Proficient with Microsoft Office
- Experience using BaseCamp is a plus
- Experience creating graphics for online use is a plus
- Experience in video creation and editing is a plus
- Proficient working on a MAC platform and operating system
- Able to quickly and accurately turn a concepts and content into a finished design and correctly set up print-ready digital art
- Strong understanding of text layout and typography
- Advanced photo manipulation skills
- Solid grasp on printing production industry standards

- A portfolio showcasing a wide range of graphic design skills and creative thinking
- Knowledge of the Roman Catholic Church, preferred.

### **Education and/or Experience**

- Bachelor's Degree or equivalent preferred in Graphic Design with more than 3 years' experience.
- Proficient with MAC operating systems and various software packages including Adobe Creative Suite; InDesign, Illustrator, Photoshop, and Microsoft Office Suite.
- Graphics experience with integrated, multi-channel communications with video a plus.

### **Physical Demands**

The individual will spend hours using a computer and other related graphic design equipment, in a team environment, with occasional travel to outside vendors or printing facilities.

**Interested candidates should send resume and salary requirements to:**

**Diann Donjon at [ddonjon@omiusa.org](mailto:ddonjon@omiusa.org) or Magda Valdez at [mvaldez@omiusa.org](mailto:mvaldez@omiusa.org)**

*Employee referrals are welcomed.*

*Oblate Service Corporation and its affiliates are an Equal Opportunity Employer*