



SOUTHWESTERN ILLINOIS RC&D, INC.

Title: **Graphics Specialist**

Position Description Number: **02**

Classification: **Administration**

Position Summary:

The Graphics Specialist will assist with production art, photographic art, and layout/design support for various projects including the development of brochures, newsletters, displays, and project reports.

Key Responsibilities:

Specific duties include, but are not limited to, the following:

1. Works with RC&D, NRCS and Volunteer staff in the design and production of various projects, including brochures, newsletters, displays and project reports.
2. Utilizes computer technology to increase the quality of files.
3. Works with print production to determine proper production techniques.

Qualifications:

The Graphics Specialist will possess:

1. A minimum of three years of experience directly related to the design and layout of products, including multi-fold brochures, newsletters, display boards and project reports.
2. A working knowledge of Microsoft Office Suite products, including Word, Excel, Outlook, Publisher and PowerPoint.
3. A working knowledge of Adobe Photoshop 8.0
4. A working knowledge of PageMaker 7.0
5. Access to email.
6. Excellent communications skills.

Supervision:

This position will report directly to the Operations Manager. The position will also have contact with RC&D and NRCS staff as well as volunteer staff.

Longevity:

The individual selected for this position is expected to serve for a minimum period of one year.

Level of Commitment:

It is expected that an individual will commit a minimum of sixteen hours per month towards activities associated with this position. This is an averaged estimate, which may fluctuate, based on specific project needs.

Workplace Location:

Portions of this work can be completed at the selected volunteer's home work station, pending compatible software and hardware configurations. It would however be necessary to spend a portion of the time at the RC&D office to communicate with the Operations Manager, staff and other volunteers.

Benefits:

The Graphics Specialist is subject to the following benefits associated with this position:

- √ Reimbursement of approved expenses
- √ Ability to gain practical work experience; recognition for work products produced
- √ Ability to share in the rewards of assisting in the protection of the natural resources within the region
- √ Ability to meet new people
- √ Ability to share skills, and/or learn new skills