



**THUNDER
VALLEY**
COMMUNITY DEVELOPMENT CORPORATION

GRAPHIC DESIGNER

Position Overview

The Graphic Designer is a critical role at Thunder Valley CDC - this person ensures that all visual assets are cohesive, effective and fuel our organization's mission to empower Lakota liberation. Reporting to the Creative Director and collaborating closely with our Writing Coordinator, the Graphic Designer leads the way on ensuring that Thunder Valley's visual identity honors the organization and our mission across all brand and marketing touchpoints.

Reports To

Creative Director

To Apply

Please email a cover letter and resume to jobs@thundervalley.org. Include "Graphic Designer" in subject line.

Compensation & Benefits

Annual Compensation: \$18.80-\$23.66– depending on experience

Position Type: hourly, non-exempt, averaging 40 hours/week

Position Location: Porcupine, SD

Benefits:

- Health Insurance- Employee premium paid by TVCDC;
- Dental Insurance- Employee premium paid by TVCDC;
- Vision & Hearing Insurance- Employee premium paid by TVCDC;
- Simple IRA with up to a 3% match from TVCDC;
- Paid Time Off up to 160 hours per year;
- 14 annual paid holidays;
- Up to \$1,500 annual financial support for continuing education/development;
- Up to 200 hours annually in flexible schedule for education/development;
- Up to 6-weeks paid Parental Leave for new parents;
- Up to 4 hours per week, paid, to participate in Lakota Language Learning Class;
- Up to 25 minutes daily, paid, to participate in a wellness activity;
- Prioritized access to onsite Lakota Language Immersion Child Care;
- Paid Administrative leave during office closures for inclement weather.

Essential Duties & Responsibilities

- Ensure graphic assets remain mission and vision focused and are guided by organizations strategic plan.
- Collaborate with the Advancement Team and Creative Director to ensure cohesive identity across multiple platforms, branding, and other marketing materials.

Healing Hope Liberation

290 Empowerment Drive Porcupine, SD 57772

Office (605) 455-2700 Fax (605) 455-2970

WWW.THUNDERVALLEY.ORG

- Work with the Advancement Team and Creative Team to create graphic content for all initiatives and campaigns, including:
 - Work with Creative Director to create graphics for online posts that engage target audiences, creating interests while increasing our message.
 - Collaborate on the development of short video, podcast, email, newsletter, annual report and other media content.
- Assist the Creative Director to maintain a well-organized archival system ensuring digital assets are properly stored, backed up and easily shareable with staff and key stakeholders.
- Remain up to date with current trends and techniques in social media.
- Works closely with the writing coordinator to create content aligned with TVCDC's brand identity and mission.

Demonstrated non-technical and personal skills

- Strong oral and written communication skills
- Project planning and execution (definite project, develop appropriate work plans, drive projects to successful completion)
- Team building and long-term commitment
- Problem solving for and execution of research on strategic market or opportunities/issues
- Attention to detail and strong logical reasoning
- Adaptable to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace
- Excels at operating in a fast paced, community environment

Qualifications, Knowledge, Skills

- Preferred BA/BS or 5 years relevant equivalent position experience
- History of cooperating with teams and co-workers
- Extensive knowledge with Microsoft office and Google Apps
- Excellent communication skills both verbal and written
- Excellent interpersonal skills and a professional demeanor
- Experience with multimedia and social media

ADA Specifications

TVCDC is committed to making reasonable accommodations in accordance to the ADA for disabled employees who meet job requirements for education background, employment experience, skills, licenses, essential job duties and function, and any other qualification that are job related. Employees must be able to perform tasks that are essential to the job, with or without reasonable accommodation. The Graphic Designer may be required to use the computer for extensive periods of time and occasional lift 15 to 20 lbs. ^[L]_[SEP]Extended working hours and travel may be necessary.

Vision & Mission Driven

Ideal candidate has a strong belief in the TVCDC vision and mission and wants to be a part of a growing and constantly evolving organization.

Thunder Valley CDC Mission

Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

Thunder Valley CDC Vision

We envision a liberated Lakota nation through our language, culture, and spirituality.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.