

Graphic Designer

OFFICE OF THE SPEAKER ILLINOIS HOUSE OF REPRESENTATIVES

The Illinois House of Representatives is seeking an individual to fill a creative position supporting the delivery of appealing and striking products within the Office of the Speaker.

RESPONSIBILITIES:

- Design drafts of flyers, newsletters, social media graphics, etc.
- Revise and edit documents based on feedback
- Maintain workflow to ensure deadlines are met
- Prepare and/or approve items for print
- Organize workflow on a comprehensive chart

QUALIFICATIONS:

- Bachelor's Degree
- Experience in conceptualizing and creating visually appealing and striking designs, layouts and graphics for newsletters and other various mail pieces, posters, flyers and invitations
- Demonstrate a strong proficiency with Adobe Creative Cloud CC on a PC
- Knowledge of web software is a plus
- Maintain an organized archive of all original materials developed
- Must have an eye for detail, work well in a collaborative creative process, accept constructive criticism, perform under pressure, and meet deadlines
- Should have experience working in print and digital and know the differences needed for each medium
- Should be able to work on multiple tasks

WORK ENVIRONMENT:

- Work is largely performed in the Illinois State Capitol Building Complex in Springfield, Illinois, which is open to the public. Security for the Capitol Complex is provided by the Illinois Secretary of State Police.
- The working environment can be noisy, and the building can be congested with constituents, lobbyists, tour groups, and demonstrators.
- The person in this position needs to be able to remain in a stationary position for extended periods of time.
- The person in this position must frequently communicate with staff, legislators, lobbyists, and members of the public, and must be able to professionally exchange accurate information in these situations.
- Typical work hours are 8:30 am to 4:30 pm on non-session days. Session week hours can be unpredictable and irregular.

COMPENSATION:

- Minimum of \$50,000 compensation based on experience and education;
- Health, dental, vision, prescription, behavioral health, and life insurance, for details visit:
<https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx>;
- Participation in State Employees' Retirement System;
- Optional participation in health savings account and deferred compensation programs; and
- Competitive vacation, sick, and personal time.

**QUALIFIED APPLICANTS SHOULD SUBMIT A
RESUME AND CONTACT INFORMATION FOR THREE
PROFESSIONAL REFERENCES TO:**

**Pamela Lassiter
Human Resources Director
Illinois House of Representatives
Office of the Speaker
Room 419, Stratton Building
Springfield, IL 62706
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