NOW HIRING

Graphic Designer

Office of the Speaker of the 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

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 and the Legislative Printing Unit.
- Typical work hours are 8:30 a.m. to 4:30 p.m. on non-session days. Session week hours can be unpredictable and irregular

Minimum 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 various layouts for social media platforms
- Demonstrate a strong proficiency with Adobe Creative Cloud CC on a PC (emphasis on InDesign, Photoshop, and Illustrator)
- Knowledge of After Effects, Audition, and Premiere Pro are 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 and be a self-starter

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 cover letter, resume, and contact information for three professional references to:

Pamela Lassiter
Human Resources Director & EEO Officer
Illinois House of Representatives
Office of the Speaker
Stratton Building Room 419
Springfield, IL 62706
jobs@hds.ilga.gov

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

The Office of the Speaker of the Illinois House of Representatives is an equal opportunity employer and prohibits discrimination based on race, color, religion, gender, age, military discharge, national origin, ancestry, ethnicity, disability, sexual orientation, marital status, pregnancy, or any other characteristic protected by federal or state laws.