

**The Partnership for a Healthy Mississippi**  
**POSITION DESCRIPTION**

Position Title: GRAPHIC and WEBSITE DESIGNER/PROGRAMMER

Function and Scope of Position

The Partnership for a Healthy Mississippi is seeking to hire a full time graphic designer/website designer/programmer for its Flowood, Mississippi office. The position is directly responsible to the Communications Director for The Partnership for a Healthy Mississippi. Individual will be responsible for promoting the youth-focused mission and programs for The Partnership including tobacco education and awareness and other health and wellness programs as needed.

The graphic designer/website designer/programmer duties:

- Have a thorough understanding of design, photography, typography, illustration, logos, video, web navigation and functionality, web programming, digital media, pre-press, printing and production
- Design and laying out of educational manuals and annual report
- Design and laying out of other program materials including but not limited to brochures, invitations, ads, fliers, signs, new logos, posters, etc.
- Design new layouts for all websites owned by The Partnership when applicable
- Frequently update content and navigation of all websites owned by The Partnership
- Update and create content with input from team members for all social media platforms
- Applicant must be creative and stay proficient in youth-oriented design trends
- Collaborate with printers to select types of paper and ink to be used on projects
- Must have knowledge of four color printing, and the use of high resolution scanners, proficiency in Mac applications, especially Adobe Photoshop, Acrobat, Illustrator and InDesign
- Must have knowledge and experience in WordPress and other web design software
- Track performance of websites including page views, site traffic and other evaluation tools using site matrix tools
- Apply new technology, media, interactive research, and emerging standards related to Internet marketing and digital media

**Education Required:** Minimum of Bachelor's Degree or higher in appropriate field (i.e. graphic design, web design, web programming, interactive marketing); three years experience in graphic design/website design

**Skills Required:** Expertise in Adobe Photoshop, Illustrator, InDesign and other Mac applications, exceptional communication and team skills, strong organizational skills, excellent spelling and ability to follow instructions, project management skills and ability to meet deadlines while effectively managing time, excellent attention to detail and ability to proof own work, willingness to learn and adapt as job and /or organization change.

Revised 07/21/15