



## JOB DESCRIPTION

<b>DEPARTMENT:</b>	Member Services
<b>JOB TITLE:</b>	Graphic Design Communications Representative
<b>REPORTS TO:</b>	Director of Operations & Member Services

<b>POSITION TYPE:</b>	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>HOURS PER WEEK/SCHEDULE</b>	35

### ABOUT US

The Rhode Island Interlocal Risk Management Trust (“The Trust”) is the pioneer and undeniable leader of intergovernmental risk-sharing pooling in Rhode Island. As a Member-owned and managed organization, The Trust’s overarching goal is to provide its Members with the highest standards of service, risk management and insurance programs. The Trust is recognized as local government’s premier one-stop source for Property/Liability, Workers’ Compensation, Health, Dental, Life, Other Post-Employment Benefits (OPEB) and Wellness, and widely lauded for its excellence in risk management and loss prevention services.

### JOB SUMMARY

- Create modern innovative designs to establish and maintain a consistent message conveying The Trust’s brand, core values and operating philosophy
- Utilize both modern and traditional marketing strategies to establish and maintain a consistent message
- Design and produce Trust publications, collateral materials and digital content
- Promote the business and mission of The Trust
- Provide extensive contact with all Trust departments/staff

**ESSENTIAL JOB RESPONSIBILITIES** *(the following are illustrative of the duties and responsibilities associated with this position and are not intended to be all inclusive)*

- Design, develop, and produce Trust marketing materials
- Actively collaborate with Trust staff to create best in class communications
- Assist in the ongoing development and maintenance of The Trust’s website
- Participate in the planning, formulation, and ongoing implementation of annual marketing plan
- Manage, design and deploy company marketing campaigns
- Provide expertise in corporate branding, Member/employee engagement, internal communications, creative direction and content strategy
- Ability to design and create video content for promotion of programs and services
- Design and assist with the research and writing of Trust Newsletters
- Provide marketing and graphic support to Trust departments as needed
- Contribute positive solutions
- Stay current with design trends
- Other duties as assigned

**EDUCATION/EXPERIENCE REQUIREMENTS**

- Bachelor’s degree in Graphic Design, Communication, Marketing or Media Arts
- A minimum of 2-3 years related work experience in a marketing, communication or related field

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, abilities and skills may be considered at the discretion of The Trust.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS**

- Extensive graphic design experience, including InDesign, Photoshop, Illustrator, and Premiere Pro
- Experience with WordPress
- Proficient with visual designs and branding
- Experience with video editing and production
- Knowledge of marketing strategies, processes and available resources
- Understanding of graphic production
- Able to communicate effectively, both verbally and in writing
- Organized, independent and able to prioritize work
- Demonstrate an ability to work effectively with people and be a team member
- Proficient in Word, Excel, PowerPoint, Outlook and Acrobat
- Creativity
- Works well under pressure and manages tight deadlines
- Willingness to adapt to change
- Able to manage several projects simultaneously
- Able to formulate ideas and analyze work

- Detail oriented with strong follow-up skills
- Work quality is neat, accurate, and thorough

#### **LICENSE(S) REQUIREMENTS**

#### **PHYSICAL AND OTHER REQUIREMENTS**

Ability to work in an office environment performing such functions as: sitting or standing at a desk or table for prolonged periods of time, listening, using office equipment, attending meetings, writing, using keyboards/computers, lifting occasionally objects weighing up to 25 pounds, speaking fluent and grammatically correct English as the primary business language.

***We are proud to be an equal opportunity employer. The job description is not an employment contract, implied or otherwise. The employment relationship remains “At-Will.” The Trust reserves the right to modify, interpret, or apply this job description in any way the company desires in order to obtain business goals and objectives. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with disabilities.***