



Job Posting

Job Title:	Graphic Design Communications Representative
Location:	501 Wampanoag Trail, Suite 301, East Providence RI 02915
Schedule:	35 hours, Monday-Friday, 8:30 – 4:30
Exempt/ Non-Exempt	Exempt
Travel:	5%

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

Core Responsibilities

- 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



Qualifications

- 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

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.

Benefits

Health and Dental Insurance

Group Term Life and Accidental Death and Dismemberment Insurance

Group Long Term Disability Insurance

Retirement Benefits

Health Spending Account

Continuing Education

Employee Assistance Program

Paid Time Off

Send Resume and Cover Letter

Email: hr@ritrust.com

Mail: Rhode Island Interlocal Risk Management Trust, 501 Wampanoag Trail, Suite 301, East Providence, RI 02915 Attention: Human Resources