

Organizational Overview:

The National Institute for Criminal Justice Reform (NICJR) works to reduce incarceration and violence, improve the outcomes of system-involved youth and adults, and increase the capacity and expertise of the organizations that serve these individuals. NICJR provides technical assistance, consulting, research, organizational development, and advocacy in the fields of juvenile and criminal justice, youth development, and violence reduction. NICJR works with an array of organizations, including government agencies, nonprofit organizations, and philanthropic foundations. Learn more at <https://nicjr.org/>.

Position Summary:

The Graphic Designer will collaborate with NICJR staff to design digital, print, and video products on the topics of criminal justice reform and violence reduction. The Graphic Designer will play a critical role in scaling an organization-wide communications strategy that clearly portrays the multifaceted nature of NICJR's work and meets the needs of a fast-growing nonprofit organization. While not required, knowledge about the criminal justice system and gun violence reduction strategies, as well as experience working in the sectors of bureaucracy, philanthropy, non-profit operations, and/or community-based organizations will prove helpful in the successful execution of tasks. This position will report to the Director of Development and Operations and the Operations and Communications Coordinator (OCC).

General Responsibilities

Design

- Develop and design high-quality visual content, including but not limited to infographics, social media assets, reports, fliers, handouts, presentations, curriculum, logos, and other marketing materials.
- While designing, perform high-level review of content to ensure accuracy and consistency.
- Collaborate across multiple teams (including clients and external partners) to deliver the highest quality deliverables.
- Collaborate with the OCC to conceptualize and execute visual campaigns that align with NICJR and the National Offices of Violence Prevention Network's (NOVPN) initiatives and goals.
- Works closely with the Data and Research Team to understand and visualize complex data and information in an engaging and accessible manner.
- Design promotional merchandise (apparel, bags, water bottles, mints, pens, etc) for staff and special events.
- Design email campaigns in Mailchimp and other CRM systems.
- Develop name tag and certificate design files for NICJR and NOVPN events using Whova and other design software.
- Produce promotional videos for dissemination across social media platforms including our Youtube channel.

- Support the redesign of NICJR's websites including the National Office of Violence Prevention Network (NOVPN) website.
- Develop easy to use presentation templates for NICJR staff and provide training to staff on design principles as needed.
- In collaboration with the OCC, develop an NICJR brand guide/toolkit.

Media and Design Administration

- In collaboration with the OCC, develop a design file saving system based on best practices for using a content management system.
- Develop and maintain an organizational photo library (headshots, NICJR photos, event photos, stock photos, logos, etc.).
- Prepare photo libraries from NICJR and NOVPN hosted events for public dissemination.
- Track media release forms and ensure NICJR compliance with copyright and media governance laws.
- Liaise with professional printers to ensure designs are printed accurately and on schedule.

Required Skills and Qualifications:

- Two or more years of professional design experience with proficiency in design software, including Canva, Adobe Illustrator, InDesign, and Photoshop.
- Proficiency in Microsoft 365 Suite, Google Suite, and Mac IOS.
- Exceptional creativity and innovative design skills.
- Experience designing both digital and print products.
- Demonstrated ability to effectively manage multiple projects at a given time.
- Excellent time management and organizational skills.
- Excellent communication and interpersonal skills.
- Ability to work effectively independently and in teams.
- Comfortable working remotely and ability to travel within the United States.

Desired Skills and Qualifications:

- Bachelor's degree in graphic design, art, marketing, or a related discipline.
- Video production experience with proficiency in video production software such as Premier Pro, Final Cut Pro, etc.
- Photography experience with proficiency with photo editing software such as Adobe Photoshop, Lightroom, etc.
- Web design experience with proficiency in Wordpress.
- Experience using Monday.com or other project management software.

Time and Compensation:

This is a full-time, remote position. Attendance at quarterly, in-person team meetings at various locations across the country is required. A competitive compensation and benefits package will be provided to the selected candidate. The starting salary range is \$65,000 to \$80,000.

Apply:

Please send a cover letter, resume, and design portfolio (or 2 work samples, preferably one being a longer form report) as PDFs to info@nicjr.org and include “Graphic Designer - [Insert Name]” in the subject line. Individuals who have been directly impacted by violence and/or the criminal and juvenile justice systems are encouraged to apply.

The priority deadline for this application process is December 6th; applications received after this deadline will be reviewed on a rolling basis until the hiring process is complete.

NICJR is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, religious creed, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and related medical conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, protected medical condition as defined by applicable state or local law (such as cancer), reproductive health decision making, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances.