

# Graphic Designer Job Description

## About Women Unite!:

At Women Unite! (WU!) we believe in the power of women and the key role we play in making our world a more just, compassionate place. We strive to uplift the voices of all who have been silenced or marginalized, including queer, trans, and gender nonconforming folks.

Each year we partner with three Chicago-based organizations, offering our services to them for free. We provide support in fundraising & communications and graphic design & marketing. To fund the free work we do for our partners, we also collaborate with sliding-scale and full paying clients. Learn more about who we are and what we do, on our [website](#).

We recognize our work requires centering the voices and experiences of people of color, women, non binary, and LGBTQIA+ folks. Therefore, we strongly encourage individuals with these identities or those who are members of other marginalized communities to apply.

## Job Overview:

WU! is a 100% women-operated, Chicago-based nonprofit that provides capacity-building services to a diverse set of organizations. The designer will create a full range of projects for WU! and its roster of clients, constructing visually compelling and culturally appropriate design concepts.

This position requires working collaboratively with multiple nonprofit clients, ensuring that their unique voices are reflected in all visual communications. Examples of commonly requested assets include: impact reports (digital and print), press kits (digital and print), social media graphics, email templates, and website updates and redesigns.

**Hours:** This is a remote, contract position. Contractors can expect to work 15–20 hrs/week. WU! is a Results Only Work Environment, which means focus and performance evaluation is based on results and outputs. Contractors are free to work whenever and wherever they want so long as they are meeting their job responsibilities and maintaining strong client relationships.

**Rate:** Hourly rate range is \$30–50/hour and based on experience. Additionally, we offer contractors stipends for health & wellness, internet & phone service, paid time off, a retirement match of up to 3%, and more. For a full list of contractor benefits, check out our [Transparency & Equity page](#).

## **Responsibilities:**

Collaboration:

- Collaborate with WU!'s Director of Design and other contractors on various projects.
- Work closely with nonprofit clients to understand their values, goals, and target audience.
- Collaborate on design projects to ensure creative and accurate messaging.

Graphic Design:

- Develop innovative and impactful solutions for a variety of materials, including but not limited to websites, brochures, social media, events, and promotional materials.
- Create work that resonates with diverse audiences and reflects the values of each client.
- Create designs that help advance the client's broader communications and fundraising goals.

Project Management:

- Manage multiple design projects simultaneously, ensuring timely delivery and high-quality output.
- Communicate effectively with clients and internal teams to gather feedback and make necessary revisions.

Professional Development:

- Stay current with design trends and advancements.
- Stay informed about design trends and best practices that promote inclusivity, cultural sensitivity, accessibility, and broader progressive values.

Qualifications

- Degree in Graphic Design, Visual Communications, or related field
- 2+ years experience as a graphic designer, in-house, freelance, or agency

- Online portfolio showcasing a range of print, digital, and social media design projects
- Client management or related experience
- Expertise in Adobe Creative Suite (InDesign, Illustrator, Photoshop, etc.)
- Familiarity with Canva, Squarespace, and email platforms such as MailChimp and Keela
- Expert understanding of design principles, typography, color theory, and layout composition
- Exceptional creativity and the ability to think outside the box while adhering to brand guidelines
- Strong verbal and written communication skills
- Strong attention to detail and the ability to deliver quality work under tight deadlines
- Understanding of user experience (UX) and user interface (UI)

### **Hiring Process:**

To apply: Please email resume, cover letter, and a design portfolio to Liz Jansen, Executive Director of Women Unite! ([lizj@womenunitechicago.org](mailto:lizj@womenunitechicago.org)). In your cover letter, please note at least one social or political issue you're passionate about and why. Also, please explain in your cover letter your experience with design projects and how you have managed them.

Eligible candidates will be required to interview with our Executive Director, Liz Jansen, and our Director of Design, Cassie Tompkins.