



Graphic Design and Digital Media Specialist

Team: Communications and Development		Salary Range: \$63,000-68,000
Reports to: Director of Communications and Development		
Position is <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary Ending date:

About the National Indigenous Women's Resource Center:

The National Indigenous Women's Resource Center, Inc. (NIWRC) is a non-profit organization dedicated to the restoration of Tribal sovereignty and the safety of Native women and communities. NIWRC serves as the National Indian Resource Center Addressing Safety for Native Women (NIRC) and the Tribal Safe Housing Center, addressing the intersection of housing and domestic violence. We provide technical assistance, policy development, system engagement, training, materials and resource information, and guidance with evaluation/research regarding violence against American Indian, Alaska Native (AI/AN), and Native Hawaiian women and intersecting issues. Our mission is to provide national leadership to advance safety for Native women and communities by supporting culturally grounded grassroots advocacy. We are an equal opportunity employer. American Indians, Alaska Natives, and Native Hawaiians are encouraged to apply.

Position Summary:

The Graphic Design and Digital Media Specialist is a design-forward role within the Communications and Development team, responsible for executing NIWRC's visual identity across social media, publications, campaigns, and digital platforms. This position supports NIWRC's Strategic Communications goals by translating narrative, programs, and advocacy into compelling, accessible, and culturally grounded visual content.

This role focuses primarily on graphic design and publication layout, with additional responsibility for light multimedia production, including short-form video, motion graphics, photography, and other creative digital content. The Graphic Design and Digital Media Specialist plays a key role in shaping NIWRC's public presence and ensuring consistency, quality, and clarity across all visual communications. This is a remote position and will require extensive travel.

Supervisory Responsibilities: None

Essential Duties:

- Supports the Director of Communications and Development in implementing NIWRC's Strategic Communications Plan by translating organizational priorities, campaigns, and narratives into high-quality visual and digital content.
- Leads the design, layout, and visual production of digital and print materials, including reports, publications, toolkits, social media graphics, event collateral, and awareness campaigns, ensuring consistency with NIWRC's brand standards.
- Serves as a primary designer for multi-page publications, including *Restoration Magazine*, annual reports, technical assistance and training materials, and other long-form documents, applying strong editorial layout, hierarchy, and accessibility practices.
- Contributes to creative strategy, ideation, and content creation for NIWRC's digital platforms, including visual storytelling, campaign concepts, and trend-informed social and digital content.
- Produces digital media content, including short-form video, basic motion graphics, simple animations, and multimedia assets to support advocacy initiatives, fundraising campaigns, and outreach efforts.
- Supports photography and basic video capture and editing for events, trainings, interviews, and promotional materials; maintains and organizes NIWRC's visual asset library, including licensing and usage rights.
- Collaborates across all NIWRC teams to communicate programs, resources, and impact through accessible and culturally grounded communications and design.
- Supports management of NIWRC's social media presence through content creation, community engagement, scheduling, and basic performance monitoring in collaboration with the Communications team.
- Works with the rest of the Communications and Development team to design materials for fundraising, grants, donor communications, and advertising initiatives (print and digital).
- Responds to design and creative requests in a timely, organized, and solutions-oriented manner, balancing multiple priorities and deadlines in a fast-paced environment.
- Develops branded templates and creative systems (slide decks, one-pagers, fact sheets, reports, email graphics, etc.) to support consistent and scalable communications across the organization.
- Applies awareness of current design, social, and digital trends to continuously evolve NIWRC's visual presence while maintaining brand integrity and mission alignment.
- Manages multiple projects and deadlines independently with a solutions-oriented, self-directed approach, maintaining clear communication and alignment with leadership.
- Tracks and evaluates visual content performance in collaboration with the Communications team to inform creative strategy and improve engagement and reach.

Minimum Qualifications/Requirements:

- Bachelor's Degree in Communications, Graphic Design, Visual Communications, Multimedia, Digital Media, or a related field, or equivalent professional experience in lieu of a degree
- Minimum of 2-4 years of demonstrated professional work experience in graphic design and visual communications, ideally within mission-driven, nonprofit, advocacy, or public interest organizations
- Demonstrated experience designing social media and digital content, multi-page publications (reports, magazines, toolkits, etc.), and campaign or awareness materials.
- Strong proficiency in Adobe Creative Suite, particularly InDesign, Photoshop, and Illustrator, with working knowledge of Premiere Pro and/or After Effects for basic video and motion work.
- Understanding of culturally respectful and trauma-informed visual communications, including appropriate representation and ethical use of imagery.
- Experience creating content for and supporting management of social media platforms (e.g., Facebook, Instagram, X/Twitter, Hootsuite, Sprout Social, etc.)
- Working knowledge of digital publishing and content platforms (e.g., WordPress, Drupal, or similar CMS)
- Ability to work collaboratively across teams and communicate design decisions clearly and professionally
- Excellent computer skills, including knowledge of Google Workspace, Microsoft Office Suite, etc.
- Willingness and ability to travel locally, statewide, and nationally.
- Must demonstrate tact and grace under pressure.
- Strong organizational skills and ability to manage multiple priorities and deadlines in a fast-paced environment.

Work Habits:

- Strong organizational skills
- Accountable to self and others
- Collaborative
- Reliable and self-directed
- Respectful and courteous to supervisor and coworkers
- Excellent communicator and listener
- Service-oriented
- Detail-oriented
- Honest
- Supportive of organizational mission and goals

What We Offer:

- Competitive salary range
- 100% employer-paid medical, dental, and vision insurance for staff, their spouse, and dependents residing in the home
- SEP IRA retirement benefit
- Generous paid time off, including all federal holidays
- Professional development opportunities
- Fully remote positions
- Other benefits

Our Workplace Culture:

- Collaborative and supportive environment
- Commitment to work-life balance
- Focus on professional growth
- Mission-driven organization

How to Apply:

Please submit the following materials to careers@niwrc.org:

- Resume
- Cover letter
- Portfolio or 3-6 work samples demonstrating graphic design, layout, or multimedia experience.
- Three professional references
- NIWRC Employment Application

Application Deadline: Open until filled.