

MESSA is deeply committed to diversity and inclusion in its hiring practices. We are an affirmative action, equal opportunity employer. People of color, women, and members of other historically marginalized social identity groups are encouraged to apply.

MS 03-24-25

DATE OF POSTING: September 30, 2024

POSITION: **GRAPHIC DESIGNER & DIGITAL MEDIA SPECIALIST**

COMPENSATION/BENEFITS: Minimum Compensation \$20.97

STAFF RELATIONSHIP: Responsible to the Communications and Government Relations Manager

EMPLOYMENT DATE: As soon as possible

SEND APPLICATION AND RESUME TO: **Human Resources Department**
Michigan Education Association
1350 Kendale Blvd., P.O. Box 2573
East Lansing, MI 48826-2573
(517) 337-5454 (fax)
jobpostings@mea.org

BASIC PERFORMANCE EXPECTATIONS:

This position will provide graphic design and layout services for print, electronic and digital media products. The graphic designer is expected to create graphics, flyers, posters, forms, booklets, pamphlets, PowerPoints and other materials on deadline and in compliance with MESSA's brand, established look and corporate policies.

This position will report to the Communications and Government Relations Manager and will be expected to work collaboratively and enthusiastically with department staff and project stakeholders throughout the organization. This job requires maintaining effective working relationships with colleagues, project leads, department liaisons, staff, and vendors.

Designer must be able to work and flourish in a fast-paced, customer-centric environment where quick turnaround of projects is needed.

ASSIGNED DUTIES:

Create graphics, video and rich media content for digital, social media, podcasts and print projects;

Create and edit flyers, advertisements, documents, graphics and design concepts in Adobe Photoshop and Adobe InDesign;

Ensure compliance with AP style;

Perform design and layout for various projects including publications, brochures, specialty items, logos, digital and print form development;

Update department project tracking log for job status and provide updates to customers;
Possess superb planning and organizational skills, be able to manage multiple projects and meet tight deadlines.

MINIMUM REQUIREMENTS:

Associate's degree in graphic design, communications, public relations, marketing, digital technology or related field;

Three years' work experience as a graphic designer, with exposure to a wide variety of disciplines, including print, social media and content creation;

Demonstrated ability with Adobe InDesign, Photoshop and Illustrator;

Demonstrated ability to proof and edit content;

Experience in digital media including video editing;

Excellent oral and written communication;

Ability to maintain strict confidentiality.

TESTING:

Portfolio, including:

- Copy of degree and transcripts.
- Samples of work to demonstrate compliance with minimum requirements described above. Samples of work may include promotional flyers, advertisements, posters, web graphics or digital advertisements.

October 26, 2021

Education

School	Name & Location	Course of study or major	Degree/diploma earned	Did you graduate?	
High School				Yes	No
College/University				Yes	No
College/University				Yes	No
Graduate School				Yes	No
Other education				Yes	No

Experience

List your experiences, skills and other qualifications that would be of benefit in the position desired.

Provide your experience working with labor unions, including but not limited to, experience with collective bargaining, disciplinary investigations, or grievance proceedings.

List any honors received or other professional information about yourself that will help in considering your application.

Employment

Provide accurate, complete information on your full-time and part-time employment history, starting with your most recent or present employer. If more room is needed, there is space on the back, or use a separate sheet and submit with this application. If you are providing a resumé, submit with this form.

Name of current company/employer

Name & title of immediate supervisor

Address

Phone Employment dates: from to

Starting pay \$ per year Ending/current pay \$ per year

Job title and description of work performed

Reason for leaving May we contact this employer? Yes* No

Name of previous company/employer

Name & title of immediate supervisor

Address

Phone Employment dates: from to

Starting pay \$ per year Ending/current pay \$ per year

Job title and description of work performed

Reason for leaving May we contact this employer? Yes* No

Name of previous company/employer

Name & title of immediate supervisor

Address

Phone Employment dates: from to

Starting pay \$ per year Ending/current pay \$ per year

Job title and description of work performed

Reason for leaving May we contact this employer? Yes* No

References

List three professional references who are not related to you.

Name	Title	
Email		
Company Name	Phone	
Address		
City	State	Zip
Name	Title	
Email		
Company Name	Phone	
Address		
City	State	Zip
Name	Title	
Email		
Company Name	Phone	
Address		
City	State	Zip

Signatures

All of the information given in this application or later provided by me in support of my application is true and complete. I agree that any false information in support of my employment application may subject me to discharge at any time during my employment.

Signature of applicant

** I authorize you to verify any information concerning my employment, education or other history with appropriate individuals, companies, institutions or agencies, and I authorize them to release such information as you require, including my prior disciplinary and employment records, without any obligation to give me written notice of such disclosure.*

Signature of applicant

Additional information

Mail to: MEA Human Resources 1350 Kendale Blvd. East Lansing, MI 48823	Fax to: 517-337-5454	Email to: jobpostings@mea.org Please save file as PDF (e.g., smith_john.pdf) then click
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