



NOW HIRING

## Graphic Design & Communications Associate

Application Deadline: November 22, 2020

**Job Title:** Graphic Design &  
Communications Associate

**Department:** Operations

**Reports to:** Communications Manager

**Classification:** Exempt, 1 FTE (40 hours/week)

**Salary:** \$42-\$46K

### Benefits

- Medical insurance: 100% payment of premiums for medical and dental insurance, for employees only
- Competitive leave benefits including vacation, sick, and family leave
- 401(k) 3% match plus annual fixed amount contribution
- Ability to attend free or subsidized courses at Portland Audubon
- Substantial discount at our Nature Store, including optics
- Opportunity to work in one of the most beautiful forests in Oregon

### About Portland Audubon

Portland Audubon has been a leading voice in conservation for over a century. Through conservation advocacy, environmental education, and wildlife rehabilitation, we promote the understanding, enjoyment, and protection of native birds, other wildlife and their habitats. We are located in a 172-acre wildlife sanctuary in Forest Park, just minutes from downtown Portland.

Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering people to make positive changes in their community and environment. Portland Audubon's Graphic Design & Communications Associate is expected to serve diverse audiences and help advance Portland Audubon's diversity strategies. More background on our diversity efforts can be found at [audubonportland.org/about](https://audubonportland.org/about).

# Graphic Design & Communications Associate

## Position Summary

The Graphic Design and Communications Associate is an integral team member of Portland Audubon, providing support and engagement with program staff, members, and the community at large. The Graphic Design and Communications Associate is a capable graphic designer, creative writer, and storyteller responsible for developing strategy and publishing content across multiple platforms to reach, retain, and engage current and new audiences. The successful candidate will execute a range of print media, social media, website content, marketing, public relations, and communication strategies to increase awareness and support of our mission, Diversity Equity & Inclusion (DEI) goals, programs, and events, applying an Equity lens and maintaining clear messaging and branding throughout. The Graphic Design and Communications Associate will use their voice to help inspire people to love and protect nature. As we strive to inspire and support broader constituencies in conservation, we especially welcome an understanding of engaging diverse communities including BIPOC and other marginalized communities. Lived experience as a person from any marginalized community is considered an asset in this position.

## Essential Duties & Responsibilities

- Plan, develop, and deliver all graphic design needs, from our bi-monthly Warbler newsletter to design for web and digital, flyers, posters and annual reports
- Create and execute compelling content for website, blog, email, and social media that centers marginalized voices and promotes the mission of Portland Audubon
- Collaborate on annual marketing plan and oversee graphic design for all marketing materials.
- Project manage communications for large events
- Work with Communications Manager and staff to enforce brand consistency, outreach measures, DEI practice, and mission communication
- Work with and assist other Portland Audubon programs with the creation of content and the execution of communications platforms
- Build and maintain relationships with printers, partners, volunteers, and advertisers
- Support the implementation of equity, inclusion, and diversity goals and strategies while applying an equity lens to work and being accountable for ensuring equitable practices
- Help document and record Portland Audubon programs and events through writing, photography and video
- Assist with other communications tasks as they arise

## Preferred Skills & Experience

Studies have shown that women and minorities often don't apply for positions where they don't meet all of the preferred skills and experience. We recognize that there are many different paths, experiences, and less traditional backgrounds that add value to one's work, and encourage applicants to apply even if they do not have all of the preferred skills.

- Graphic design expertise
- Superb writing, editing, and verbal communication skills
- Experience updating and managing websites using Wordpress, Squarespace, and basic HTML along with experience managing various social media platforms
- Experience implementing communications and marketing strategies and campaigns
- Ability to work quickly, independently and creatively in a rapid-fire environment, and manage a variety of key initiatives concurrently
- Experience with Adobe Creative Suite, especially InDesign and Photoshop
- Experience in related field, such as journalism, communications, or marketing
- An interest in learning about wildlife, local and statewide environmental issues, and natural history
- Understanding of the history of inequity and racism in the environmental movement and experience working toward racial equity, diversity, and an inclusive culture within an organization
- Second language abilities (Spanish, Mandarin, Vietnamese, Somalian) preferred. Native speakers preferred.

## Work Environment and Requirements

The work environment and requirements described below are essential to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the necessary functions.

- Occasional travel within the greater Portland region with monthly travel within 40 miles of Portland
- Occasional evening, early morning, and weekend duties
- Ability to work in a multi-functional setting with a variety of open and closed office spaces (due to Covid-19 in office work is limited) as well as field work

## Application

Portland Audubon does not discriminate on the basis of race, creed, sex, sexual orientation, age, religion, marital status, national origin, political affiliation or mental or physical handicap. Candidates of color are strongly encouraged to apply. Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering people to make positive changes in their community and environment. All Portland Audubon employees are expected to serve diverse audiences and help advance our diversity strategies. More background on our diversity efforts can be found at [audubonportland.org/about](https://audubonportland.org/about).

## How to Apply

Please email your cover letter, resume, and completed employment application\* to [jobs@audubonportland.org](mailto:jobs@audubonportland.org) with subject: "Graphic Design & Communications Associate"

\*Employment application available at [audubonportland.org/about/jobs](https://audubonportland.org/about/jobs)

**Application Deadline: midnight on Sunday, November 22, 2020**  
**EMAIL SUBMISSIONS PREFERRED**

Submission via US Postal Service to:  
Keia Booker, Senior HR and Equity Manager  
ATTN: Graphic Design & Communications Associate  
5151 NW Cornell Road Portland, OR 97210



## Diversity Statement

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. Audubon is committed to:

- Reflecting the diversity of the community in our board, staff, volunteers, and members.
- Ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.
- Empowering people to make positive changes in their community and environment.

Portland Audubon has nearly completed two years of a five-year strategic plan. A core priority moving forward is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. This position will play an important role in achieving the organization's EID goals through engagement with staff, board members, donors, volunteers and the public. We recognize that in order to serve diverse communities we must also have diversity represented in our staff. Applicants of color, immigrants, and other underserved persons are encouraged to apply.

Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering staff to make positive changes in their environment and in Portland Audubon's culture.

Portland Audubon does not discriminate on the basis of race; creed; sex; sexual orientation; gender identity; age; religion; marital status; national origin or ancestry; political affiliation; citizenship; lawful immigration status; or mental, physical or medical disability; Veteran status; or liability for service in the United States Armed Forces.