



The RIDGE Project, Inc.

Company Profile: The Ridge Project, Inc. is a Christian, 501(c)(3) non-profit organization, founded in 2000 and dedicated to serving the youth and families of Ohio. We specifically target youth, families and incarcerated fathers with the ambitious goal of ending generation cycles of family disintegration by training our clients how to have strong, healthy and permanent marriages and how to be responsible citizens and role models in their schools, families and/or communities.

Job Title:

Graphic Design Specialist

Date

[March 3, 2013]

Job Description:

1 | SUMMARY OF FUNCTIONS:

Function as a key, on-staff graphic design resource. The overall objective of this position is supporting our brands, our clients, our customers and our internal teams through the development and execution of marketing communications materials. The position encompasses such areas as creative conceptualization of the layout and design of various printed, online, packaging and merchandising elements, as well as maintaining and supporting corporate brand standards.

2 | MAJOR DUTIES AND RESPONSIBILITIES:

1. Designing and producing promotional materials such as flyers, brochures, and banners.
2. Developing and designing logos and graphics.
3. Editing photos for use in print and online media.
4. Designing and laying out print media such as newsletters, magazines and curriculum, as well as repurposing print articles for the web.
5. Collaborate with the Media team on marketing and communications publications.
6. Perform other duties as required or as assigned.

3 | ORGANIZATIONAL RELATIONSHIPS:

Reports directly to the Communications Director

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| Job Location: | Northwest Ohio | Company Industry: | Not for Profit, Ministry |
| Job Role: | Graphic Design | Joining Date: | March, 2013 |
| Employment Status: | Full-time | Employment Type: | Employee |
| Yearly Salary Range: | \$ | Manages Others: | No |
| Number of Vacancies: | 1 | Other: | |

Skills:

- Must demonstrate a lifestyle consistent with the principles and goals of the Project.
- Must adhere to a strong conviction that healthy marriage produces healthy families and communities.
- Must possess good organizational skills and ability to work with minimal supervision.
- Must possess demonstrable computer and office machines skills.
- Bachelor degree in visual communications technology or graphic design or equivalent in demonstrable life experience.
- 2 years of experience working with or in a marketing department.
- Ability to work in a fast-paced environment and learn quickly.

- Motivated, team player who works well in a cross-functional team environment.
- Ability to think both creatively and strategically.
- Solid problem-solving skills.
- Deadline-oriented with the ability to prioritize tasks and manage time effectively.
- Ability to work with complex products and attention to detail a must.
- Expertise with the following programs:
 - o Adobe InDesign, Adobe Acrobat, Adobe PhotoShop, Adobe Illustrator
- Experience with Web-based software, such as Adobe Flex, Adobe Dreamweaver and Flash, preferred
- Proficiency in Microsoft Office
- Experience with HTML and Website programming is a plus.
- Must be well organized with strong verbal and written communication skills
- Must be flexible and able to respond quickly to changing job duties
- Must possess a valid Ohio driver's license and proof of insurance.
- Must agree to adhere to the policies and directives established by The RIDGE Project Board.

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| Career Level: | Entry-Level | Years of Experience: | 1 -3 Years |
| Residence Location: | Northwest Ohio | Degree: | Bachelors Preferred |
| Please Send Application to: | | | |
| Name: | RIDGE Project, Inc | Email: | jobs@theridgeproject.com |
| Address: | J169 State Route 65 | Country: | USA |
| City/State: | McClure, Ohio | Zip/Postal Code: | 43534 |
| Phone: | DO NOT CALL/DO NOT VISIT | Fax: | (419) 278-0117 |
| Company Website: | www.theridgeproject.com | | |