

Graphic Designer

The Center for Energy and Environment (CEE) seeks a full-time Graphic Designer to support programs and operations. The Graphic Designer develops original designs and layout, and refines ideas from others. We seek a highly skilled self-starter with a creative hands-on approach who is responsive, accountable, curious, and collaborative. Must bring exceptional skills to create static graphics, short-form animations, and layout; aptitude for a fast-paced environment; killer organizational skills; attention to detail; and dependability. Accuracy, critical thinking, creativity, and adherence to strict deadlines are crucial.

This is a full time position that provides a wide range of benefits including Paid Time Off (PTO), medical, dental, life and long term disability insurance and retirement plan. The position has no direct reports.

This is an hourly position that will work virtually for the time being. We recognize that during this time someone may have other commitments in their life. There is some flexibility in setting hours and/or a schedule that work for the position and the employee.

Background:

CEE is a community-based clean energy nonprofit with offices in the North Loop of Minneapolis and St. Paul's Midway. We provide practical energy solutions for homes, businesses, and communities to cut energy waste and harmful emissions. We collaborate regularly with field peers and partners, and employ curious people who enjoy learning and contributing to Minnesota's quality of life and economy. Our workplace invites open door communications, respect for diverse backgrounds and points of view, and an emphasis on work-life balance.

Responsibilities:

- Design and produce materials for communications projects from brochures to formal reports, RFPs, infographics, presentations, email, direct mail, corporate identity, website graphics, social media, and visual assets for multichannel marketing campaigns.
- Produce and integrate typography, photographs, graphic illustrations, and graphic elements to align seamlessly with the relevant brand standard, depending on the project.
- Translate complex information into accessible explainer videos through digital illustration and animation.
- Develop and refine staff templates for documents and presentations, and assist staff to use templates effectively
- Adhere as relevant to CEE's brand standards and the brand standards of our clients.

- Design and create animated gifs for social media and websites.
- Resize assets for different devices and platforms (mobile, web, and different social channels).
- Assist on video shoots. Compile and edit footage for videos.
- Emphasize and address the needs of CEE's end users, consumers, and program participants (UI/UX optimization) in all visual communications, including mobile/digital campaigns.
- Manage projects thoughtfully, working within appropriate boundaries with regard to scope, scale, and budget.
- Listen well, ask questions, and verbally express clear creative intentions and visual concepts to marketing partners and team members.
- Provide visual and layout support as needed for formal presentations by program and operations staff, including helping with the development of presentation slides, graphics, posters, displays, and handouts.
- Other duties as assigned

Qualifications/Job Requirements:

- At least three years' professional experience as a designer.
- BFA in graphic design or related field, or equivalent job experience.
- Proven ability to manage design projects from conception to completion.
- Comfortable collaborator who thrives dividing time between team work and solo work.
- Nimble responsiveness is a must. Designer will need to prioritize ongoing needs, while building in flexibility to be responsive to constant emerging opportunities (aka "surprises").
- In support of CEE's technical research, engineering, policy, and program offerings, candidate must bring a talent for translating complex content into accessible graphics.
- Proficient with Microsoft Office and Adobe Creative Suite (Photoshop, InDesign, and Illustrator). Familiarity with HTML, Flash, and After Effects would also be valued.
- Must demonstrate excellent time management, organizational skills and the ability to meet deadlines

Compensation

Dependent upon qualifications and experience.

How to Apply

Email or fax cover letter and resume to Human Resources:

Graphic Designer Position
 Center for Energy and Environment
 212 3rd Avenue North, Suite #560
 Minneapolis, MN 55401

Resume Submissions@mncee.org

FAX 612-335-5995

Center for Energy and Environment seeks to enrich the diversity of the CEE community and encourages applicants from a wide range of backgrounds to apply. CEE is long noted for its research, policy advocacy and programming to provide practical energy solutions for homes, businesses and communities.

Equal Opportunity Employer