

JOB DESCRIPTION: Graphic Design Consultant

About Green Card Voices

Founded in 2013, Green Card Voices (GCV) uplifts immigrant and refugee voices through first-person storytelling. Through bilingual books, youth anthologies, video narratives, traveling exhibits, Story Stitch programs, and educator partnerships, GCV advances belonging, equity, and connection nationwide

Position Overview

Green Card Voices is seeking a **part-time Graphic Designer** to support the organization's growing print and digital design needs. Working closely with the Co-Executive Directors and program staff, this contractor will design across our full body of work, including books, traveling exhibits, Story Stitch materials, event collateral, and social media graphics. Our ideal candidate is a skilled visual designer who can hold a consistent brand identity across many formats, work independently against deadlines, and bring care to how immigrant and refugee stories are presented visually.

Green Card Voices is an equal opportunity employer and will consider any applicant regardless of their race/ethnicity/sexual orientation or gender expression. However, we wish to hire people to our team who have a connection to our work. Our ideal candidate will have a passion for storytelling, a background in immigration related work and/or advocacy for underserved communities.

Rate: \$30–\$40 per hour depending on experience. This is an independent contractor position. The contractor is responsible for their own taxes, equipment, and software licenses.

Position Type: Part-time contractor, flexible hours, remote. Estimated 10–20 hours per week with volume varying by project cycle. Contractor may be based anywhere in the United States, though Twin Cities-based candidates are preferred.

Hours fluctuate with production cycles. Book releases, exhibit launches, and annual events create heavier periods.

- Turnaround expectations will be set per project. Some event and social media work requires same-week turnaround.
- Contractor provides their own design software and hardware.

Main responsibilities include:

Publication Design

- Design book interiors and covers for publications
- Prepare print-ready files and coordinate with printers on specifications and proofs.
- Maintain consistency across the publication series.

Marketing and Event Collateral

- Design flyers, postcards, invitations, programs, and signage for community events and annual fundraisers.
- Create sponsor recognition materials and donor-facing pieces.

Digital and Social Design

- Create social media graphics, templates, and campaign assets.

- Design email headers, web graphics, and digital ads.
- Build reusable templates that staff can adapt in Canva.

Brand Stewardship

- Maintain and apply Green Card Voices' visual identity across all materials.
- Organize and hand off working files, fonts, and assets in a shared system.

Qualifications:

- **3+ years of professional graphic design experience, or an equivalent portfolio.**
- **Strong portfolio demonstrating both print and digital work.**
- **Proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop).**
- **Experience preparing print-ready files and working with commercial printers.**
- **Familiarity with Canva for template creation and staff handoff.**
- **Experience designing multi-page publications is strongly preferred.**
- **Experience with large-format or exhibit design is a plus.**
- **Ability to work with bilingual layouts and non-Latin scripts is a plus.**
- **Highly organized, responsive, and able to manage several concurrent projects against deadlines.**
- **Contractor must be authorized to work in the U.S.**

Our Ideal Candidate will be...

a strong visual designer with range across print and digital. They can hold a brand consistent while adapting it to a book interior, an exhibit panel, and an Instagram post. They understand that our materials carry real people's stories and treat that with care. They communicate clearly about timelines, work well with feedback, and thrive in a collaborative, mission-driven team.

How to Apply

Email Aaliyah Hannah at aaliyah@greencardvoices.org

Include your resume and a portfolio or link to your work (at least 5 examples must be included)