POSITION: Graphic Design Consultant

About Green Card Voices
Founded in 2013, Green Card Voices (GCV) is a Minneapolis-based, nationally growing social enterprise that works to record and share personal narratives of America's immigrants to facilitate a better understanding between immigrants and their communities. Our dynamic, video-based platform, book collections, traveling exhibits, podcast, and Story Stitch circles are designed to empower individuals of various backgrounds to acquire authentic first-person perspectives about immigrants' lives, increasing the appreciation of the immigrant experience in the United States.

Green Card Voices was born from the idea that the broad narrative of current immigrants should be communicated in a way that is true to each immigrant's story. We seek to be a new lens for those in the immigration dialogue and build a bridge between immigrants and their community, from across the country. We do this by sharing first-person immigration stories of foreign-born Americans, and helping others see the "wave of immigrants" as individuals, with interesting stories of family, hard work, and cultural diversity.

To date, the Green Card Voices team has recorded the life stories of over 500 immigrants coming from more than 120 different countries. All immigrants that decide to share their story with GCV are asked a series of open-ended questions. In addition, they are asked to share personal photos of their life (in their country of birth and in the US) included in the video narratives, which accompany each essay. Learn more and watch our videos at www.greencardvoices.com.

Position Overview
Green Card Voices is currently seeking a **Graphic Design Consultant** to take responsibility for creating and executing book designs and the organization's marketing media materials such as print (bookmarks, postcards, flyers, quarter sheets, informational sheets, etc.), presentation, social media, etc.

Reports to
Co-Executive Director

Some responsibilities could include:

Main responsibilities:

- Design and format books and publications, including cover design, interior layout, and preparation of print-ready files for publishers and printers
- Create digital book mockups for use in marketing materials, website, newsletters, and other promotional platforms
- Design postcards, flyers, invitations, and event materials as needed to support organizational programs and events
- Assist with the creation of social media graphics that align with campaign messaging and branding (minimal social media responsibility)
- Collaborate with the Program Manager, Executive Director, and external partners to ensure alignment between design, content, and mission

- Maintain brand consistency across all visual assets and ensure adherence to brand guidelines
- Archive completed design files in organized, accessible folders for future use by staff
- Provide light video editing support for multimedia storytelling projects, as needed

Qualifications:

- Excellent graphic design skills and strong work ethic, ability to work in high stress environments with good attention to detail and a positive attitude
- Experience with Adobe Suite required (Photoshop, Illustrator, InDesign)
- Knowledge of Google Suite (all applications) and Dropbox
- Knowledge of working and communicating with printers
- Experience working with both print and digital media
- Experience creating Books in InDesign
- Excellent organizational skills, ability to communicate effectively with team members and potential partners
- Ability to take constructive criticism and feedback well

Compensation:
Compensation will be determined based on qualifications, portfolio, scope of work, and project timeline.

Interested?
Please send a cover letter, resume and link to portfolio to Aaliyah Hannah via email at aaliyah@greencardvoices.org