

JOB DESCRIPTION

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 400 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 accompanies 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

Finance and Operations Director

Some responsibilities could include:

Main responsibilities:

Graphic Design Management -

- Design print, presentation, and social media graphics for Green Card Voices projects, and archiving materials upon completion for organization accessibility
- Create digital visuals and infographics related to immigration, fundraising, and PR for the web and for the 2023 Gala and other big events
- Assist with video editing needs
- Maintain design consistency through brand guidelines and mission
- Provide suggestions for the Social Media Strategy
- Work closely with Program Manager, Executive Director and additional partners on book design
- Support Communications Associate as needed

Administrative -

- Attend weekly team meetings
- Working directly with the GCV team to support overall organization needs

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 based on qualifications/portfolio, number of hours and months worked.

Interested?

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