

New Media and Strategic Communications: Graphic Designer



Project Title	New Media and Strategic Communications: Graphic Designer
Project Summary	Revolutionize how HR communicates with Department of State employees through cutting-edge visual products. Showcase the power of visuals and enhance our digital HR culture. Your work will be viewed by all employee levels at the Department including our nation's top diplomats and civil servants!
Country	United States
Agency	Department of State
DoS Office	HR
Post	N/A
Section	N/A
Number of Interns	3

Project Description

HIGH-VISIBILITY ROLE | Support the Director General's Strategic Communications Unit as we enhance communication within the HR Bureau by engaging internal/external audiences in new ways. Produce eye-catching and informative visual products that plug into internal/external communication strategies, presentations, advertisements, web properties, email, social media, special projects and more. Edit photos, create original graphics, revise existing ones, produce animations, data visualizations, short videos, dynamic web and social media content (@StateDG, @doscareers, @StateMag), produce graphic templates, style guides, best practices and recommendations for non-technical employees. Example graphic request life-cycle: Receive project request(s) with proposed deadlines via email, review and reply with questions/proposed schedule, transfer/receive production files via cloud apps (Drive/Dropbox), participate in revision calls and/or web-based reviews, finalize project for submission, submit!

Desired Skills Interests

Skill

Adobe Illustrator

Adobe Photoshop
Adobe Premiere Pro
Adobe After Effects
Adobe Indesign
Google Drive

Additional Information

Production tools VSFS candidate should know how to use and have at their disposal BEFORE applying:

Google Drive, Dropbox, Adobe Creative Suite. Macbook is preferred, but not required. New Media Director has both PC and Macbook.

Primary viewing platforms used by employees (audience): Windows/Microsoft workstations, SharePoint sites, WordPress sites, Media Wiki-based websites, Twitter, Facebook and LinkedIn.

Language Requirements

None