Who We Are

Education Commission of the States partners with education policy leaders nationwide to address issues by sharing resources and expertise. We are proud to serve both the people who develop and implement education policy and the students who directly benefit from effective policy change. Every day, we provide education leaders with unbiased information and opportunities for collaboration because informed policymakers create better education policy.

We were named by The Nonprofit Times for five years in a row as one of the Top 50 Best Nonprofits to Work For. In the surveys conducted, Education Commission of the States’ employees expressed the strongest satisfaction in the categories of leadership and planning, role satisfaction, work environment, relationship with supervisor, pay and benefits, and overall engagement. We are an equal opportunity employer offering competitive salaries and an outstanding benefits package. Education Commission of the States provides an exciting intellectual environment, a collegial workplace, flexible hours and an organizational structure that encourages teamwork.

Who You Are

The Graphic Designer supports the impact and visibility of Education Commission of the States, contributing to the organization’s brand nationally and increasing stakeholder engagement. As a member of the Communications Team, this position assists the Senior Graphic Designer with graphic design and digital media for policy papers and other products, event materials and other content.

Essential Duties and Responsibilities

- Serve as a member of the Communications Team and work with the Senior Graphic Designer to develop and execute design and graphics, including publications, infographics, executive-level PowerPoint presentations, data visualizations, social media tiles, web graphics and email campaign design.
- Use technical and typographic skills to arrange and style reports and PowerPoint presentations.
- Adhere to strict brand standards and ensure production timelines are met.
- Collaborate with colleagues on policy, events, and other teams to understand, brainstorm, and produce the graphics needed to best serve our audiences.
- Ensure visual work is accessible to all audiences.
- Communicate clearly with peers and participate fully in meetings and brainstorming discussions.
- Maintain Word and PowerPoint templates for staff use.
- Assist with website management, including graphics and content updates.
- Monitor trends in graphic design, digital content, data visualization and web strategy.
- Perform other duties as required.
Job Specifications

- Bachelor’s degree in graphic design, visual communications, media arts, or a related field.
- Minimum two years’ experience in graphic design.
- Proficient in Adobe Creative Suite (InDesign, Photoshop, Illustrator and Acrobat Pro), Microsoft (PowerPoint, Word), and WordPress. Knowledge of (or interest in) video editing and DSLR a plus.

Supervisory Authority

Has no direct reports. Reports to the Senior Graphic Designer.

Communication

Communicates daily with Education Commission of the States’ staff.

Physical/Cognitive Demands

Must meet deadlines, make decisions quickly under pressure, assume independent responsibility, be able to troubleshoot, and have sound judgment and a willingness to support the Education Commission of the States’ team.

Working Conditions

The noise level in the work environment is usually moderate. Must be able to operate the following equipment: personal computer, telephone, copier and fax.

Compensation and Benefits

Education Commission of the States offers competitive compensation and benefits, including health, dental, life, long-term disability, and vision insurance; a flexible spending account; a health reimbursement account; and a yearly contribution to a 403b retirement plan. This position is located in Denver, CO. The salary range for this position is $50,000-$60,000.

Apply for the Position

Please send a resume, cover letter/e-mail to Kate Haggerty at khaggerty@ecs.org. The subject line in your e-mail should read “Graphic Designer.”

Deadline: All applications must be received by close of business Monday, July 12th.

Education Commission of the States is an equal opportunity employer that believes in developing and supporting a diverse workforce.