

[Type text]

Position Title: Three Month Part-time Production Designer (Starting 7/15)

Supervision Provided By: Senior Associate

Organization Overview:

The Technical Assistance Collaborative, Inc. (TAC) is a national nonprofit organization that advances proven solutions to the housing and community support services needs of low-income people with disabilities and people who are homeless. For over 20 years, TAC has provided policy leadership, technical assistance and consultation for numerous federal, state and local government agencies, as well as for national policy and advocacy, philanthropic, and nonprofit organizations.

General Description of Duties:

The part-time Production Designer will fill in for the three month maternity leave of permanent communications staff. The Production Designer will format and design reports, power points, and other materials for publication and dissemination on deadline. These projects will include using Word and graphics programs. TAC is seeking an independent worker with strong production competence and an ability to complete projects on deadline and to the satisfaction of TAC clients. This position is structured from 9:00 am to 5:00 pm on Monday, Wednesday, and Friday at the TAC office. Alternative schedules will be considered.

SPECIFIC DUTIES:

PUBLICATIONS

- Produce and occasionally graphic design new TAC reports, power points, newsletters etc.
- Assist TAC staff to find graphics and other images and design elements for TAC products.
- Proofread, edit, and correct formats of existing reports.
- Obtain production estimates for printing and copying materials and ensure delivery of materials.

WEBSITE and Social Media

- Update TAC website as needed using content management system
- Complete updates to TAC social media sites including Facebook and Twitter as needed
- Edit and manage e-blasts using Constant Contact

SOFTWARE SKILLS

- Competence with InDesign
- Competence with Photoshop
- Competence with Word and Power Point document design and production

APPLICATIONS:

Please submit a resume and two samples of production/design products to Kristina Hals at khals@tacinc.org before **June 13, 2014**.