



**Job Title:** Graphic Designer

**Position Summary:** The Meadows Mental Health Policy Institute (“MMHPI”) seeks a creative and organized professional to serve as Graphic Designer. The Graphic Designer will support the Institute’s communications team by creating materials that advance our communications efforts. The Institute is a young and thriving nonprofit organization that has grown in size and scope of work since launching in 2014. As the communications team builds in-house capacity, we are seeking candidates who value collaboration, creative solutions, and teamwork. The work location for this position will be in Austin, Texas. Statewide travel (up to 10%) may be required. Some duties may require access to reliable personal transportation.

**Responsibilities:**

- Design visual content for print and digital applications that is on-brand, reinforces our status and reputation, and is appropriate for our various audiences;
- Design and layout of materials for internal communications and engagement with our board of directors;
- Design and layout of essential business materials (e.g. business cards, presentations);
- Create infographics and presentation materials to simplify communication of complex concepts and information;
- Work autonomously and develop high-quality concepts with minimal instruction;
- Manage timelines and prioritization of workload, and know when to ask for direction;
- Assist team in developing and executing communications plans;
- Provide technical support for design- and video-related efforts;
- Optimize graphics and video content for social media platforms;
- Maintain organized content files, and help to organize and archive existing video and graphics files;
- Other duties as assigned.

**Required Qualifications:**

- Degree in communications, marketing, graphic design, or related field, or demonstrated success in relevant professional fields;
- Minimum 3 years related professional experience in a production environment;
- Strong visual communications skills, including the ability to understand and communicate complex concepts and data through images;
- Solid verbal and written communication skills;
- Thorough knowledge of Adobe Creative Suite (mainly InDesign, Illustrator, and Photoshop), Microsoft Office, DropBox, and G Suite;

- Familiarity with best practices for graphics and video content on social media platforms (YouTube, Facebook, Twitter, Instagram);
- Technically proficient with the ability to troubleshoot and problem-solve;
- Ability to work independently as well as collaboratively with colleagues;
- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously while meeting deadlines;
- Flexibility in working with new issues, topics, and approaches.

**Preferred Qualifications:**

- Interest in public policy and/or mental health, eagerness to learn;
- Video editing experience and proficiency with Adobe Premiere;
- WordPress or similar CMS;
- Project management;
- Data visualization;
- Constant Contact or similar;
- HTML.

**Reports To:** Communications and Multimedia Manager

**To Apply:**

Qualified applicants are encouraged to submit their resume, cover letter, two references, and graphic design portfolio to: [jalmendral@texasstateofmind.org](mailto:jalmendral@texasstateofmind.org)

Please use “Graphic Designer” as the subject line for your email. We review applications on a rolling basis.

**About Meadows Mental Health Policy Institute**

The Meadows Mental Health Policy Institute is a nonprofit organization with a mission to provide independent, non-partisan, and trusted policy and program guidance that creates systemic changes so all Texans can obtain effective, efficient behavioral health care when and where they need it. The Institute’s vision is for Texas to be the national leader in treating people with mental health needs. For more information about the Meadows Institute, please visit <http://texasstateofmind.org/>.

*The Meadows Mental Health Policy Institute is committed to equality of opportunity in all aspects of employment and provides full and equal employment opportunities to all employees and potential employees without regard to race, color, national origin, religion, gender (including pregnancy, childbirth, and related medical conditions), physical or mental disability, age, citizen status, veteran status, genetic information, or any other legally protected status.*