Junior Graphic Designer

Who we are
Textile Exchange is a global non-profit that creates leaders in the sustainable fiber and materials industry. The organization develops, manages, and promotes a suite of leading industry standards as well as collects and publishes vital industry data and insights that enable brands and retailers to measure, manage, and track their use of preferred fiber and materials.

With a membership that represents leading brands, retailers, and suppliers, Textile Exchange has, for years, been positively impacting climate through accelerating the use of preferred fibers across the global textile industry and is now making it an imperative goal through its 2030 Strategy: Climate+. Under the Climate+ strategic direction, Textile Exchange will be the driving force for urgent climate action with a goal of 45% reduced CO2 emissions from textile fiber and material production by 2030.

To learn more about Textile Exchange, visit: TextileExchange.org

Intro
We are looking for a Junior Graphic Designer to join Textile Exchange’s growing Communications Team. This role would suit a recent graduate, ideally with a few years of work experience. Applicants with an additional interest in sustainability and textiles would get the most out of the role.

Working under the management of the current Graphic Designer, the new team member will support with the design and publication of many of our various industry reports, such as the

As part of the Communications team, the Junior Graphic Designer will also be involved with the preparation and running of our annual Textile Sustainability Conference. This is planned to be a hybrid event, combining aspects of in-person and virtual conferencing.

This is a fantastic opportunity to work for a mission-driven organization. Like all roles at Textile Exchange, this role will be remote and home-based; Textile Exchange is a US-based but remote-working organization with a global team. Your key colleagues will be based in the UK and the US.
Duties and Responsibilities

- Supporting the lead designer with the design and layout of data-driven market reports, compiled in InDesign.
- Involvement with the redesign of company website, including mock-ups of new pages.
- Maintenance and edits to existing webpages through our WordPress back-end.
- Support with preparation of printed and digital assets for our annual conference, including our conference registration website and mobile app.
- Support with formatting PowerPoint presentations for the team making sure presentations are correctly formatted and compliant with our company brand guidelines.
- Support with managing Word templates, making sure documents are correctly formatted and compliant with our company brand guidelines.
- Creation of promotional webinar graphics for our social media channels and email newsletters.
- Assisting with miscellaneous design requests and idea generation, under the supervision of the lead designer.
- Attendance of weekly check-in meetings with the Communications team.
- Tracking of time spent on projects and submission of monthly timesheets to our administration department, using our company systems.

Experience and Qualifications

- Bachelor’s degree in Graphic Design or other closely related subject.
- Minimum of 1-2 years of work experience.
- Excellent and thorough working knowledge of Photoshop, InDesign, Illustrator, Word, and PowerPoint.
- Excellent time management skills, with the ability to meet deadlines efficiently.
- Excellent communication and problem-solving skills, with the ability to generate ideas within a given brief.
- A good understanding of web design and content management systems.
- Fluency in English, both written and verbal.
- An exceptional eye for detail, in both visual design and content proofing.
- A strong understanding of branding and following brand guidelines.
- Competence in working with data, graphs, charts, and tables.
- Familiarity and/or experience with the printing process.
- Ability to work from home remotely.
- Motivation and willingness to learn and be adaptable.
Employment Package

Full Time Position, 40 Hours a Week

Location: Virtual/Remote

Annual Salary Range: $35,000 USD

Start Date: March 2021

How to Apply

Please submit to Recruitment@TextileExchange.org with the subject “Junior Graphic Designer”

1. Resume
2. Cover Letter
3. Link to online Portfolio or attached to email as a PDF (max. 20MB)

Applications will be considered on a rolling basis as they are submitted. Early application submission is strongly encouraged.