

# Project Management Institute New York City Chapter

## Visual Designer

**The PMINYC Marketing & Communications team serves as the voice of the organization and its mission & vision. We position the chapter for success by developing a brand identity that establishes a consistent presence in the community where we can make a positive impact. We'd love to connect with you and to join together in our work driving the growth of our organization as well as promoting visibility, awareness, and engagement in our membership.**

### *Position Description*

A visual designer designs for a variety of platforms, primarily the PMI NYC website. But this role may include wearables and badges. In short, they create the concepts, artwork and layouts for digital projects based on creative briefs and chapter personnel meetings.

### *Responsibilities*

Primary responsibilities include:

- Creating Content: Graphic design for all media including but not limited to our newsletter, social media, ads, and print.
- Photography and videography
- Being a creativity specialist; being creative director for campaigns
- Ensuring brand guidelines; being a brand strategist

### *Reporting & Communications Structure*

This position reports to the Vice President of Marketing & Communications.

### *Skills & Experience Required*

- Open to being trained in new skills.
- Exposure to project management experience at a managerial, executive level.
- Ability to network and initiate conversations with executive/senior management with a view to promoting the New York City Chapter of the Project Management Institute.
- Excellent communication and organizational skills.
- Ability to be a team contributor, tenacious, responsive and be open and accessible, as necessary.



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### *Commitment Required*

- One hour per week.
- Participate in regular bi-weekly team meetings as well as planning sessions required for special projects.
- Attend Chapter meetings and other PMINYC leadership training and functions.

### *Anticipated Benefits to Volunteer*

- Earn PDUs (1 PDU per hour served, - Giving Back Category)
- Build leadership skills and strong networking relationships
- Produce documentable career-enhancing achievements

### *Contact for Further Information*

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