



# Graphic Designer

Position Type – Full Time Regular

Location – Remote

Salary – Starting at \$70k; dependent on experience and qualifications

## POSITION DESCRIPTION

Milepost is looking for a mid- to senior-level Graphic Designer to join our team remotely. As a Graphic Designer, you will be responsible for the creative conceptualization, design, and full production of concepts using print, digital, and experiential design mediums.

You will work as part of a creative team, under the supervision of the Creative Director, to develop concepts that support and enhance overall project strategies. You will be responsible for bringing concepts to life and achieving the creative vision for specific projects. In some cases, that vision will be provided by the creative lead on a project for you to produce; in other instances, you will generate the original design aesthetic and, once approved by the Creative Director, produce the full deliverable. Your expertise in effective design should be used to flag ineffective project components like too much copy, missing or jargony messaging, and/or poor-quality images.

You will play a key role in helping to ensure Milepost's brand is consistently used across all internal and external communications, marketing, and sales activities by designing tools and templates and editing team deliverables. You will also be part of Milepost's marketing team, helping create digital campaigns that engage our target market, keep our website fresh and updated, and develop new collateral.

The ideal candidate will be:

- Creative, versatile, and original, possessing strong conceptual/visual abilities
- Able to take artistic direction and create deliverables that fit the vision and direction provided
- Flexible and analytical, with a strong attention to detail
- Comfortable working under pressure, with a "work hard, play hard" mentality
- Curious and eager to develop additional skills in new disciplines, including project management

## CORE RESPONSIBILITIES

- Work with the Creative Director and consultant teams to determine project scope, requirements, and budget or production schedule constraints
- Support the creative team in the development of strategies to reach targeted audiences, including developing creative briefs and conducting market research

- Creatively develop new design concepts, graphics, and layouts for print, digital and experiential mediums using graphic design software
- Collaborate with copywriters to ensure the right messaging is developed for designs
- Edit consultant deliverables for brand alignment and consistency
- Review designs for errors before print or publication, including proofreading copy
- Manage the printing process to ensure deadlines are met and all materials are printed to the highest quality
- Build and maintain branded templates for consultant use in PowerPoint, Word and Excel
- Support the sales team by ensuring our portfolio and website includes up-to-date samples of our design work
- Participate in sales activities, including (but not limited to) developing proposals, work plans, budgets, sales pitches, and helping define and create new strategic communications offers
- Identify and explore design trends
- Research and track opportunities to win awards for our design work
- Identify and offer improvements to group processes
- Identify opportunities to incorporate sustainability principles into all internal and external projects

## REQUIRED COMPETENCIES

To fulfill the obligations of this position, our Graphic Designer must:

- Demonstrate creative design skills with a strong portfolio that includes branding, page layout, illustration for icons and infographics, and UI/UX design. Portfolio should show your versatility, and a solid understanding of hierarchy, typography and color theory.
- Communicate and present ideas and design choices clearly and professionally (written and verbal)
- Follow creative direction, implement recommended changes, and adhere to brand and style guides
- Work collaboratively in a team environment with remote partners
- Maintain professionalism regarding schedules, costs, deadlines and work processes
- Multi-task and work under pressure, set priorities, and manage and adjust to changing priorities/deadlines
- Be proficient in Adobe Creative Suite
- Be proficient in Microsoft Office Suite

## REQUIRED EXPERIENCE

- Bachelor's Degree or equivalent experience in Graphic Design, Visual Communications, or similar
- 5+ years of graphic design experience

## WORKING CONDITIONS

- Most work activities are conducted at a desk on a computer
- Some tasks require travel to and moving around client facilities
- Occasional overnight travel to other cities and states may be required

## APPLICATION PROCESS

To apply, please send your cover letter, resume, and a full web-based portfolio or digital samples that show your full range of capabilities to [staffing@milepostconsulting.com](mailto:staffing@milepostconsulting.com). Milepost will not accept phone calls or direct emails to individuals about this position. Applicants must be authorized to work in the U.S. without sponsorship.

## ABOUT MILEPOST

We are a team of fun, values-driven, and collaborative problem-solvers located across the United States. We use savvy strategic thinking and bold creativity to develop engaging experiences and compelling communications. [Click to view our creative portfolio.](#)

Milepost is a proud equal opportunity employer, and is committed to creating an equitable, diverse, and inclusive workplace. We do not discriminate on the basis of race, religion, color, gender identity or expression, sexual orientation, age, disability or Veteran status. Candidates from diverse backgrounds are encouraged to apply.

Learn more about us and the work we do at [www.milepostconsulting.com](http://www.milepostconsulting.com)