



Center for Improving Value in Health Care (CIVHC) JOB DESCRIPTION

Position Title: Graphic Designer
Reports To: VP of Communication and Marketing
Job Classification: Exempt, Full-time
Salary: \$65,000 - \$80,000

About CIVHC:

Center for Improving Value in Health Care (CIVHC) is an objective, not-for-profit organization. Through services, health data, and analytics, we partner with Change Agents to drive towards the Triple Aim for all Coloradans. We believe that together we can alter the trajectory of health care and we are privileged to serve those striving toward a better health system for us all. Our mission is to empower individuals, communities, and organizations through collaborative support services and health care information to advance the Triple Aim of better health, better care, and lower costs.

We are committed to working toward diversifying our staff, board, and committees, creating a culture of diversity and inclusivity with an intention to understand all viewpoints and reduce biases. We encourage individuals from all backgrounds to apply for open positions.

Overview:

Graphic Designer is a critical position on the Communication and Marketing team which supports the entire organization. The Communication and Marketing team is responsible for promoting the work of CIVHC and Change Agents, driving and promoting public reporting based on analyses from the Colorado All Payer Claims Database (CO APCD), and assisting all departments with internal and external communications, including engagement, education, outreach and support.

The Graphic Designer develops compelling visuals to accompany written and analytic content as well as creates dynamic stand-alone compositions using both digital and print formats. The Graphic Designer ensures all graphic content such as layout, backgrounds, icons, photos, and imagery remains consistent with CIVHC's brand and translate across multiple publication mediums including, but not limited to: website design, digital newsletter and other digital content templates, electronic and digital collateral material development, infographics, data visualizations, report and publications formatting and design, logo development, social media visualizations, and photography support.

Job Duties:

- Create visually compelling design material to support CIVHC's communication and marketing strategy
- Develop infographics that tell a story and bring data to life
- Assist with social media strategy by creating data visualizations and other singular design pieces to promote CIVHC's work and those of Change Agents
- Develop branding and template training program to assist new hires with adhering to CIVHC's branding and resources
- Review public interactive reports for branding consistency and visualizations that support ease of use for users



- Create templates for website pages, newsletters, and other standard external facing platforms
- Format and brand excel files reports for customers, and external reports including the CO APCD Annual report
- Establish branding guidelines for Excel files, Word documents/reports, PowerPoint slides, and use of icons, pictures and photos
- Support updating staff photos as new hires come on board

Minimum Qualifications:

- Bachelor's degree or Associated Degree in graphic design
- 5 years of experience in lieu of a bachelor degree or associates degree
- 2 years of experience preferred with a bachelor degree or associates degree

Preferred and Essential Skills:

- **Preferred:** Photography, email marketing software (Constant Contact, Mail Chimp or others), Social Media graphics (Twitter, Facebook, LinkedIn), Wordpress or other website template experience, videography and animation
- **Essential skills:** Excellent communication skills (written and verbal), ability to prioritize and organize multiple tasks and projects, excellent team player, willing to take initiative, problem-solve, learn new skills, and offer creative ideas, experience with Microsoft software (Word, Excel, Powerpoint), and experience in the Adobe Suite (InDesign, Illustrator, Photoshop)

Benefits:

- 403b Retirement Plan
- Medical, Dental, and Vision plans
- Health Care and Dependent Care Flexible Spending Account options
- Paid life insurance
- Maternity and Paternity Leave
- Short- and long-term disability coverage
- 9 paid holidays per year plus generous personal time off
- One paid day per year for volunteer work
- Company-paid parking and dog-friendly office
- On-site workout facility and employee wellness program
- Excellent work-life programs, such as flexible schedules, and work-from-home options
- Internal professional development opportunities
- Position may qualify for Public Service Loan Forgiveness Program. For more information, go to: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

Physical Requirements:

- Ability to work at a computer for extended periods
- Ability to travel to and from meetings; some overnight travel may be required.

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.



Application Instructions:

Interested candidates may submit cover letters and resumes to careers@civhc.org. **Please also include a link or pdf to two design samples, if available.** Please include the job title and your name in the email subject line. You will only be contacted if you are selected for an interview.