

Center for Improving Value in Health Care (CIVHC)

Job Announcement



Position Title:	Graphic Designer, Level I
Reports to:	Graphic Design Manager
Job Classification:	Exempt, salaried, full-time
Location:	Hybrid, (1) day per week in office, located in Glendale, CO
Salary Range:	\$52,000 – \$62,000, per year

About Us:

The Center for Improving Value in Health Care (CIVHC) is an independent non-profit that equips partners and communities in Colorado and across the nation with the resources, services and unbiased data needed to improve health and health care. As the designated administrator of Colorado’s All Payer Claims Database (CO APCD), CIVHC oversees the collection of health care claims from Colorado’s public and private health care insurers and uses that information to promote price transparency, inform policy, advance health equity, conduct research, and much more. We are objective, solution-oriented, and maintain the highest integrity in the work we do.

The Opportunity:

The Graphic Designer, Level I plays a key role on the Communication and Marketing team which provides essential support across the entire organization. The Communication and Marketing team is responsible for promoting the work of CIVHC and our Change Agent partners, 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 established brand guidelines 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.

Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Create visually compelling design material to support CIVHC's communication and marketing strategy
- Assist with social media strategy by creating compelling visualizations and other singular design pieces to promote CIVHC's work and those of Change Agents
- Review public reports for branding consistency and visualizations that support ease of use for users
- Format and brand excel file reports for customers, and external reports
- Help to refine and ensure consistency and usability for templated Excel files, Word documents/reports, PowerPoint slides
- Ensure design and final products adhere to accessibility standards for screen readers and other visual and motor impairments

Qualifications:

- Bachelor's degree or Associated Degree in graphic design or
- 3 years of experience in lieu of a bachelor's degree or associate degree
- 1 year of experience preferred with a bachelor's degree or associate degree

Preferred Skills:

- Background in health care is preferred, but not required

Working Environment:

This position is based in Denver, Colorado and only applicants that live within commuting distance to Denver, or plan to relocate to a commutable distance will be considered for this role. Limited relocation assistance may be available for out of state candidates. CIVHC operates in a hybrid work environment with a requirement of at least 1-day per week in the office.

This position involves long-term sitting, computer /desk work, some walking and standing, minimal light lifting, in an office environment. Virtual, phone, and in-person communication. Some overnight travel may be required, less than 5%.

Perks and Benefits:

- 403(b) Retirement plan
- Comprehensive healthcare, dental, and vision plans
- Dependent Care Flexible Spending Account options

- Employer paid life insurance
- Short- and long-term disability
- Nine paid holidays per year plus generous personal time off
- Flexible schedules, work-from-home options, and an employee wellness program.
- Professional development opportunities and an on-site workout facility.
- 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>
- Company-paid parking and more!

How to Apply:

Please send your cover letter, resume and a link to your portfolio to careers@civhc.org with the job title and your name in the subject line to be considered. Only those selected for an interview will be contacted.

This role will remain open until a sufficient number of qualified candidates has been identified. We encourage interested applicants to submit their materials promptly, as applications will be reviewed on a rolling basis.

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

Join us in helping to reshape the future of healthcare!

Limitations and Disclaimer: The above job announcement 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.