

### **Graphic Illustrator & Social Media Coordinator**

Crazy Horse Memorial Foundation is currently seeking a qualified candidate to fill the position of Graphic Illustrator and Social Media Coordinator. This Full-Time Regular position will report directly to the Co-CEO (Jadwiga Ziolkowski) and will be a member of the Media and Marketing team. This individual will be responsible for working on all aspects of new and existing projects, creating specific illustrations, producing original designs, revising layouts, generating mockups, creating and maintaining design specs that meet the Foundation branding guidelines for various forms of media print, video, photos, and virtual. This position will also prepare news releases and monitor social media platforms. This position will require night, weekend and holiday work at times. This is not a remote position. The successful candidate must have strong communication skills, have experience in design and layout and graphic arts. The candidate will be highly organized, have strong time management skills and perform multiple tasks simultaneously and be able to meet project deadlines. An Associates or Bachelor's degree in Graphic Arts/Journalism/Marketing is required with a minimum of 3 years of office experience is preferred and a proven knowledge and proficiency of Microsoft Office Suite and Outlook is required. Must have strong knowledge of InDesign software, Illustrator software and programs in Adobe Creative Suite. Qualified candidates may apply by notifying Gary Manuel in Human Resources at [hr@crazyhorse.org](mailto:hr@crazyhorse.org).