

# MICHIGAN SENATE

## SENATE MAJORITY STAFF

### POSITION POSTING

#### DIGITAL DESIGNER

##### **WHO WE ARE:**

The Senate Democratic Majority Office offers a dynamic and fast-paced environment dedicated to advancing the interests and values of the people of Michigan. We work tirelessly to promote our agenda, engage with constituents, and drive positive change for our communities.

##### **WHAT YOU'LL BE DOING:**

Under the direction of the Senate Majority Leader and supervised by the Information Systems Director, the Digital Designer is responsible for delivering a comprehensive range of digital services to member offices. Responsibilities encompass graphic design development, creation of creative content for digital purposes, content curation from external sources, and other design management tasks as requested. The Digital Designer is also responsible for collaborating with web developers to design website and web-based application layouts, as well as contributing to the development, maintenance, and execution of a strategic design plan.

##### **ESSENTIAL JOB FUNCTIONS:**

- Develops and maintains visually appealing and user-friendly website designs consistent with Senate Majority Leadership's brand image and messaging
- Collaborates with cross-functional teams to gather requirements, understand project goals, and create design concepts
- Develops design graphics, web designs, web layouts, templates, and other design elements
- Optimizes website designs for responsive and mobile-friendly experiences across different devices and platforms. Conducts website audits to test usability and identify areas of improvement, implementing changes as necessary
- Creates, manages, and produces branded digital design solutions for various purposes, including websites, Senator event graphics, email templates, social media graphics, and communication campaigns
- Designs, edits, and builds WordPress page layouts with a theme builder
- Collaborates with other designers or web developers to deliver high-quality digital output

##### **SECONDARY DUTIES AND RESPONSIBILITIES:**

- Assists the Senate Majority member offices with design as requested
- Provides content and editing assistance for all digital media as requested
- Performs all other duties as assigned by the Information Systems Director

##### **EDUCATION/EXPERIENCE:**

- A bachelor's degree is preferred
- Experience in HTML, CSS, JavaScript, and other front-end technologies required

- Proficiency in the Adobe Creative Suite required
- Experience with content management systems (CMS) and web development frameworks preferred
- Other combinations of education and experience evaluated on an individual basis

**SKILLS AND KNOWLEDGE REQUIRED:**

- Knowledge of multiple design concepts including motion graphics and animation
- Experience in web design, with a strong portfolio showcasing creative and innovative design concepts.
- Ability to demonstrate an understanding of user experience (UX) principles and best practices
- Ability to develop and maintain good working relationships with colleagues, legislators and staff, lobbyists, and other interest groups
- Ability to work independently and as part of a team
- Excellent organizational skills and ability to maintain strict attention to detail
- Ability to maintain confidentiality of information
- Knowledge of the legislative process and of the structure and policies of state government
- Ability to use basic computer applications, including Microsoft Outlook, Word, and Excel
- Excellent written and verbal communication skills
- Ability to work outside of normal work schedule, as necessary
- Ability to prioritize multiple tasks in a fast-paced environment and meet deadlines that may be rigid or subject to change on short notice
- Ability to use diplomacy, discretion, and good judgment when disseminating information

This job description is not intended as a full list of all duties required for this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

**STATUS:** Salaried, with a standard benefits package

**SALARY:** \$45,000-\$55,000

**GOVERNING CAUCUS:** Democrat

This is a non-civil service, at-will position.

**Interested applicants, please submit a resume, cover letter, and a portfolio to:**

**Senate Majority Caucus**

PO Box 30036

Lansing, MI 48909

Email: [senatemajorityresumes@senate.michigan.gov](mailto:senatemajorityresumes@senate.michigan.gov)

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.