



Department of Housing and Community Development

NOTIFICATION OF VACANCY

October 26, 2016

**Graphics and Publication Specialist
(Media Specialist III)**

POSITION #00315

LOCATION:

**DHCD
600 E MAIN ST. STE 300
RICHMOND, VA 23219**

HIRING RANGE:

Negotiable to \$60,000 Annually

DUTIES AND RESPONSIBILITIES:

The Department of Housing and Community Development is seeking a creative and innovative individual to serve as the Graphics and Publication Specialist. The selected individual will support the agency's public relations efforts through creative graphic designs for digital and print publications, website pages, photography, video, presentations and events displays that effectively and efficiently promote the agency's programs, services and events. This position is responsible for updating the agency's website, social media and other digital platforms in order to communicate with the public, showcase successes, advertise events, and provide valuable information, forms, and other materials. This position also serves a key role in high-profile events.

QUALIFICATIONS GUIDE:

Comprehensive knowledge and skill in graphic design, especially computer based designs and desktop publishing. Must be able to design creative web pages and use software to maintain website. Ability to design print publications such as brochures, newsletters, special reports, presentations, illustrations, etc. Ability to design promotions for various projects and programs. Ability to research, write and edit publications and presentations. Knowledge of printing specifications and processes. Ability to work independently and with others. Must have photography and videography skills and be able to edit, enhance and repair images. Ability to use a variety of software programs. Strong communication skills. Ability to use Adobe Creative Suite, Photoshop, Illustrator, and InDesign. Experience in Joomla Content Management System preferred. Graduation from an accredited college or university with a degree in media/public relations, communications, graphic arts, design or related field or an equivalent combination of education and training. Professional experience in graphic design and /or web design.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ONLINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY WEDNESDAY, NOVEMBER 16, 2016 at 11:59 P.M.

For additional information, please contact our Human Resource Office, at (804) 371-7000

An Equal Opportunity Employer

*Women, Minorities, Veterans and people with disabilities, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.
Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process*
