

JOIN OUR TEAM!

Are you interested in creating a better, more equitable future for communities? Are you passionate about public engagement? So are we!

We are looking for a part-time Graphic Designer who can grow with us professionally and bring creative design solutions and technical skills to our great team. Come collaborate with a creative team of communicators, planners, graphic designers, and marketers to make positive change in our communities!



Why Circlepoint?

Circlepoint empowers individuals to create positive impacts in communities in a collaborative and supportive environment. Circlepointers are committed to helping each other and the company achieve success by fostering and leveraging our team's diverse strengths and their unique life experiences.

What You'll Get to Do in This Position

You will gain experience with many different clients in a wide variety of sectors, including transportation, land use and housing, water, and sustainability. Here's what a few days as a Graphic Designer at Circlepoint could look like: creating social media graphics about conservation for a water department, editing a video about housing development, laying out a fact sheet for a commuter train, sketching concepts for a GIF to promote recycling, and designing a PowerPoint for a community outreach event. If you like working on diverse projects for public agencies in a fast-paced, fun environment, this job is right for you!

- Lay out and revise print collateral materials (fact sheets, exhibits, brochures) and multi-page documents (reports, proposals) for a range of projects
- Design and edit information graphics (charts, illustrations, figures)
- Assist in the development of logos and brand identity systems as needed
- Develop digital and social media graphics from sketch to final art
- Design website wireframes and mockups
- Design presentation decks, exhibit boards, banners, and transit ads
- Understand and work within project parameters outlined in creative brief: client goals and requirements, internal goals, budget, and schedule
- Provide miscellaneous graphics support to meet project needs

The Ideal Candidate

- Degree in graphic design, art or related field; 2+ years of experience (agency or studio experience a plus); a portfolio showing strong and varied skills
- Expert knowledge of Photoshop, Illustrator, InDesign, and MS Office Suite
- Knowledge of AfterEffects and Premiere
- Skilled with layout, color theory, and typography
- Demonstrated proficiency in reliable pre-press file preparation
- Excellent visual, verbal, and written communications skills
- Effective hand-sketching skills for communicating ideas and fleshing out design concepts
- Careful attention to detail and proofreading
- Self-starter and motivated to learn, with the ability to manage time effectively and efficiently in a deadline-driven environment
- Positive attitude and a collaborative spirit
- Ability to execute creative direction and revisions to deliver the best work; comfortable taking constructive criticism

Other Desirable Skills include:

- Experience writing and copyediting, or drafting social media posts
- Photography or videography skills
- Animation and motion graphics
- Experience in public relations or community outreach
- Speaking multiple languages

How to Apply

- This is a part-time position with flexible/variable hours, up to 20 hours per week depending on company workload and designer availability
- Location negotiable – Circlepoint has offices in Oakland, San Jose, and Orange. Please email a statement of interest, link to portfolio, and a resume to careers@circlepoint.com.
- Circlepoint is proud to be an Equal Opportunity Employer.

Benefits

- Salary Range: Graphic Designer I-III (\$57,000 - \$82,000) and Sr. Graphic Designer I-II (\$80,000 - \$98,000) depending on experience
- Through our hybrid work environment, we offer our team greater flexibility, which helps promote work-life balance
- Career and professional development opportunities