



JOB ANNOUNCEMENT

Position Title:	Creative Assistant, <i>Graphic Design and Production</i>
Application Deadline:	October 28, 2022
Position Availability:	One Position
Location:	Oceanside, CA (This is not a remote position)
Position Type:	Part to Full Time, Temporary (10 – 40 hours per week, as-needed)
Position Pay:	\$20.00 - \$23.00 hourly, based on experience

ABOUT THE COMPANY

Action Research is a behavior change consulting firm that specializes in the application of social science research to outreach programs that promote safe, healthy, and sustainable communities. Since its founding in 2001, Action Research has gained international attention as a pioneer in developing effective community-based social marketing programs. We have a global clientele that includes dozens of governmental agencies, non-profit organizations, and private companies who are seeking to promote sustainability. Our work has been highlighted through press releases, presentations and publications including recognition in the 2011 book, *Social Marketing to Protect the Environment: What Works*. All our senior staff members have graduate-level degrees in the behavioral sciences, with extensive experience in survey and sampling methods, strategy development and research designs.

POSITION SUMMARY

The Creative Assistant supports a wide range of creative needs related to developing, implementing, and evaluating behavior change programs. This position supports a variety of creative tasks, including updating existing creative materials with translated content in multiple languages, minor editing, producing final layouts, and proofing files across various formats.

QUALIFICATIONS

- 1+ years related experience in art production or graphic design
- Associate Degree, certificate, or equivalent; B.A. or B.S. preferred
- A portfolio of recent design work to showcase experience
- Strong technical knowledge of Adobe Creative Suite, particularly Adobe InDesign, Illustrator, and Photoshop
- Familiarity with Microsoft Office applications, including Outlook, Word, and PowerPoint
- Ability to communicate design ideas and concepts for campaigns and projects
- Excellent written and verbal communication skills
- Ability to work both independently and within a team

RESPONSIBILITIES

General Creative Support

- Collaborate with team of designers, strategists, and data analysts to create print and digital deliverables for successful education and behavior change campaigns.
- Assist with quality assurance and compliance review of creative products.
- Ensure adherence to graphic design standards.
- Provide design support for internal business needs such as presentation templates, internal documents, and reports.
- Complete projects by deadlines.

Production

- Create production files for a range of print- and web-based marketing material communications.
- Refresh existing artwork based on new template guidelines.
- Replicate existing English designs with alternative languages.

- Update existing designs based on client and agency feedback.
- Assist with the design of print communication materials such as brochures, flyers, stickers, posters, etc.
- Assist with designing and producing interactive online content, including social media graphics, promotional artwork, web banners and ads, web logos, website templates, e-newsletter templates and related materials.
- Make various formats of supplied artwork production-ready and resolve any artwork issues that arise during production.
- Provide high-quality, completed assignments according to output specifications, including dimensions, bleeds, resolution, color space, size, format, image compression, file optimization, etc., ensuring that all layouts are aesthetically correct while maintaining graphic standards and a consistent appearance.

EMPLOYMENT REQUIREMENTS

- Pass a criminal background check.
- Provide proof of COVID-19 vaccinations and first booster shot.
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APPLY NOW

Please send a letter of interest and resume to: stubblefield@actionresearch-inc.com

EQUAL OPPORTUNITY EMPLOYER

www.actionresearch-inc.com