

**To Apply: Please email resume` to Communications and Public Relations Coordinator, Jon Kalahar at [jkalahar@msfb.org](mailto:jkalahar@msfb.org)**

**MISSISSIPPI FARM BUREAU® FEDERATION**

**JOB DESCRIPTION**

**TITLE:** Graphic Designer/Social Media

**DEPARTMENT:** Communications/Public Relations

**POSITION OBJECTIVE:** Design engaging and on-brand graphics for a variety of media while inspiring our target audiences.

**REPORTS TO:** Communications and Public Relations Coordinator

**DUTIES and RESPONSIBILITIES:**

- Study design requests and determine requirements.
- Schedule projects and define budget constraints.
- Conceptualize visuals based on requirements.
- Prepare rough drafts and present ideas.
- Develop illustrations, logos and other designs using software or by hand.
- Use the appropriate colors and layouts for each graphic.
- Work with MFBF staff to produce final design.
- Test graphics across various media.
- Amend designs after feedback.
- Ensure final graphics and layouts are visually appealing and on-brand.
- Work with media team to amplify content and produce or collaborate on the production of original creative social media content (infographics, video, and multi-media material) that is aligned with MFBF's policy goals and organizational initiatives.
- In collaboration with Communications and Public Relations Coordinator, share social media content and produce additional content specifically for use by key internal audiences, work groups, and committees.
- Contribute strategic input and produce content for all creative.
- Assist with content management of MFBF website.
- Work with media team to coordinate media efforts during MFBF annual convention and other events as assigned.
- Collaborate across MFBF departments to promote organization and events.
- Other duties as assigned.

**RELATIONSHIPS:**

Interact with MFBF and county Farm Bureau staff, leaders, and members as appropriate. Collaborate with staff from allied groups, government agencies, and media who carry out social media function.

**EDUCATION OR TRAINING REQUIRED:**

Degree in Design, Fine Arts or related field is a plus

**PREFERRED EDUCATION/EXPERIENCE/TRAINING/SKILLS:**

- Proven graphic designing experience
- A strong portfolio of illustrations or other graphics
- Familiarity with design software and technologies (such as InDesign, Illustrator, Dreamweaver, Photoshop)
- A keen eye for aesthetics and details
- Excellent communication skills
- Ability to work methodically and meet deadlines
- Ability to meet tight deadlines
- Ability to adapt and adjust schedule
- Ability to work across groups with varying skills and abilities
- Experience with digital and broadcast storytelling
- Knowledge of agriculture issues

**OTHER REQUIREMENTS:**

- Frequent travel including overnight
- Valid Mississippi driver's license
- Ability to lift 50 pounds
- Live in the Jackson, Mississippi metropolitan area
- This is an exempt position under FLSA
- Some nights and weekends work