Job Description: Part-Time Graphic Designer

## Reports to: Program Development and Social Media Manager

Job Description:

We are looking for a proactive and skilled part-time Graphic Designer to join our team and assist with ongoing design and promotional projects. This role will support multiple teams within OSCIL, creating accessible, visually engaging materials for both print and digital platforms. The ideal candidate has strong knowledge and proficiency with Adobe Creative Suite, a keen eye for accessible design, and is receptive to constructive feedback. Lived experience with a disability is a big plus, as we strive to reflect the diversity of the communities we serve.

Duties/Responsibilities:

* Design high-quality graphics for social media, websites, email newsletters, posters, brochures, and other promotional materials, with a focus on accessibility, inclusion, and brand consistency.
* Collaborate with OSCIL teams on event promotions, workshops, and outreach materials, applying accessible design standards.
* Receive and integrate feedback from the Program Development and Social Media Manager to refine designs, aligning with OSCIL’s brand and goals.
* Manually check/correct/add accessibility formatting to PDF documents.
* Organize design files and assets to support efficient, team-oriented workflows.
* Other duties as assigned.

Education/Qualifications:

* Minimum associate’s degree (or working towards) in Graphic Design, Visual Arts, or a related field, or equivalent experience.
* Time management skills a must. Meeting deadlines is a critical part of this position.
* Experience with layout design.
* Proven experience as a Graphic Designer with a portfolio showcasing accessible, inclusive design work.
* Receptive to constructive feedback, with a strong desire to grow through collaboration.
* Excellent communication skills, attention to detail, and commitment to high-quality work.
* Lived experience with a disability is a big plus, providing valuable insights into our audience’s needs.
* Experience with non-profit, community outreach, or accessibility-focused projects is preferred.

Technical Skills:

* Must have strong knowledge and proficiency with Adobe Creative Suite (Photoshop, Illustrator, InDesign, Acrobat Pro).
* Must have strong knowledge and proficiency with Microsoft PowerPoint.
* Solid typography/typesetting skills.
* Experience with accessible/inclusive design and/or WCAG, and a strong interest in learning accessibility best practices is a plus.

At our small center, operating within a dynamic environment, flexibility and strong teamwork are essential. Employees are expected to work collaboratively and adapt as needed to contribute to OSCIL’s success.

Hours: 21 hours per week

(flexible schedule with a minimum 10-hour availability between 9 AM and 4:30 PM EST, Monday through Friday)

Fully remote or hybrid schedule available.

$18–22 per hour, based on experience and qualifications

To apply: Send a cover letter and resume to: [jobs@oscil.org](mailto:jobs@oscil.org).

Persons having disability are encouraged to apply

OSCIL is an Equal Opportunity Employer.

“*OSCIL hiring policies align with the Rehabilitation Act 725(c)(2), codified at 29 U.S.C. 796f–4(c)(2), with individuals with significant disabilities prioritized as applicants and strongly encouraged to apply for open positions.”*