



MARKETING COORDINATOR & GRAPHIC DESIGNER

The Marketing Coordinator and Graphic Designer helps fulfill New Life Family Service's mission of assisting clients in life-affirming decisions with the love and compassion of Christ by serving as the lead graphic designer across New Life's three programs. Your ideas and designs can help our staff reach more women and families in need and connect donors and community partners to this important work.

HOURS: Full-time, 40 hours/week

PAY RATE: \$21.00 - \$24.50/hour, depending on qualifications

BENEFITS: Medical, Dental, HSA, Life Insurance, Long-Term Disability, 403b Retirement Account, Accident Insurance, Paid Time Off and Holiday Pay

REPORTS TO:

VP of Advancement

POSITION RESPONSIBILITIES:

- **GRAPHIC DESIGN:** Create high-quality print and digital materials that support client outreach and donor engagement. Projects include client and donor brochures, newsletters, annual reports, appeal letters, and other promotional and marketing assets. Collaborate closely with program, development, and marketing teams to design compelling materials for campaigns, events, and ongoing communications that advance organizational goals.
- **VENDOR & PRODUCTION MANAGEMENT:** Manage relationships with printers, designers, and videographers to ensure projects are completed accurately and on time. Coordinate the ordering, inventory, and distribution of marketing materials and stationery across all offices, including name badges, letterhead, envelopes, brochures, and business cards. Support the timely production and delivery of print materials from concept through completion.
- **BRANDING:** Safeguard and strengthen New Life Family Services' brand by ensuring all marketing, advertising, and communication materials are accurate, mission-aligned, and consistent in tone and visual identity. Stay current on industry trends and best practices in design and communications. Partner with program, marketing, and development teams to manage print and graphic needs within a cohesive, organization-wide communications strategy.

POSITION QUALIFICATIONS:

- At least one year of professional experience overall in graphic design and/or marketing. Solid educational background including an undergraduate degree in a related field.
- Proficient in Adobe Creative Suite (InDesign, Illustrator, Photoshop).
- Strong communication and writing/editing skills.
- Demonstrates integrity and strives for excellence in her/his work.



- Passionate about New Life Family Service’s mission and able to promote and communicate the mission, values and goals to external and internal stakeholders.
- Strong administrative skills and excellent organizational skills.
- Ability to multitask and manage concurrent projects and responsibilities.

PREFERRED QUALIFICATIONS:

- Experience in developing content for web, print and socials, preferably for a nonprofit.
- Familiarity with Google AdWords and Google Analytics.

STAFF EXPECTATIONS:

- Attend all New Life Family Services fundraising events.
- Attend weekly staff and prayer meetings.
- Participate in appropriate workshops and training sessions to ensure continuing professional development.
- Serve at community and church related events representing New Life Family Services as needed.

CORE VALUES & COMMITMENTS:

- Demonstrate a faith in Jesus Christ.
- Actively participate in a local church community.
- Agree with and adhere to Transform Minnesota’s Statement of Faith, Core Values, & Code of Conduct.
- Exhibit strong commitment and dedication to the sanctity of human life.
- Exhibit strong commitment and dedication to sexual purity.
- Express a clear understanding of the inner workings of a Pregnancy Care Center.
- Exhibit ability to respect client & donor confidentiality through the safe keeping of related information.