



Position Announcement Part-time Graphic Designer 2025

Do you love design and creative work? Are you passionate about working with socially progressive nonprofits? Then join our team!

O'Brien Garrett is an award-winning direct response fundraising agency looking for an experienced Graphic Designer who will play an essential role in the success of our clients' campaigns by ensuring that client design goals and objectives are accomplished. If you love the challenge of keeping up with a fast-paced environment while creating design for progressive nonprofit campaigns, this is the position for you.

O'Brien Garrett is a collaborative team environment that encourages professional growth. You'll work side-by-side with a talented group of professionals committed to helping forward-thinking organizations realize their fullest potential. Headquartered in Washington DC, we also have a New Orleans office located in the CBD.

Essential Functions

As a Graphic Designer, you will:

- Create and design direct mail packages using Adobe Creative Suite (InDesign, Illustrator, Photoshop) on Mac OS
- Follow specific client brand guides and production specifications
- Manage a high volume of design projects to support the internal client teams
- Modify client-provided artwork or existing artwork as needed
- Make various formats of supplied artwork production-ready and resolve any artwork issues that arise during production
- Prepare final digital or press-ready files including packaging and preflight files for release to printers or media partners
- Follow a timeline to ensure tasks are being completed on time
- Properly prepare files for printing and production
- Utilize MS Word, Excel and Google docs as part of the workflow process

Candidate Attributes

The successful candidate will have some combination of the following attributes:

- 3-5 years of work experience in graphic design with 1-2 year in print production
- Solid skill level in Adobe Creative Suite, including but not limited to: InDesign, Photoshop, Illustrator and Acrobat Pro on Mac OS
- Experience with Microsoft Office Suite, Google Docs, working knowledge in all social media platforms
- Ability to work under pressure, change direction when required and work on a range of client projects at the same time
- Ability to troubleshoot problems with software applications and hardware
- Strong typography skills
- Ability to stay organized and deliver all projects on time
- Good understanding of traditional print and digital production practices
- Ability to problem solve without compromising performance or accuracy in a deadline-oriented environment
- Ability to take concepts from the ideation stage through final production stages
- Comfortable working in a team environment, sharing the workload of design and production work, where multiple designers work on different stages of the project

To Apply

Please submit a detailed cover letter, your resume, and the contact information for three references as one PDF to jobs@obriengarrett.com using "PT Graphic Designer" with your name as the subject of your email (e.g., Graphic Designer - Jane Doe).

Our client work often focuses on policies that impact the most marginalized people in society — including people of color, people from disadvantaged communities, women, and LGBTQ people. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.

O'Brien Garrett offers competitive salaries, flexible schedules, 13 paid holidays, and 401(k). This position is fully remote.

This role offers a competitive salary based on the cost of labor in the U.S. city where the candidate resides for example, the hiring range for the position for a candidate based in New Orleans, LA will be between \$30,000 - \$35,000. Final salary within this adjusted range will also be determined by the candidate's years and type of experience and qualifications.