



Junior Graphic Designer

Position Description

June 2026

Division: Administration	Department: Public Affairs
Classification: Exempt	Pay Grade: 10

Position Summary

The Junior Graphic Designer is a member of the Public Affairs team responsible for creating engaging visual content that helps inform and educate Orange County residents. This position supports the development of print and digital materials by transforming election-related information into clear, accessible, and visually appealing communications.

The Junior Graphic Designer reports to the Senior Graphic Designer and does not supervise any employees.

Skills and Qualifications

Required:

- Bachelor's degree in art, Graphic Design, Visual Communications, or a related field.
- Minimum of two years of professional design experience.
- Portfolio demonstrates proficiency in typography hierarchy, color theory, and layout organization.
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, and InDesign).
- Strong layout, typography, and visual storytelling skills.
- Excellent communication skills; ability to work effectively with technical staff, vendors, and the public.

Preferred:

- Experience designing public signage and educational campaign materials.
- Familiarity with ADA/ accessibility requirements for visual communications.
- Experience with WordPress content management and working knowledge of HTML and CSS for basic website updates and digital communications.

Position Functions and Duties

- Design and produce communication materials for print, digital, social media, direct mail, events, and public outreach initiatives.
- Create brochures, flyers, infographics, social media graphics, signage, presentations, advertisements, and other visual materials that support voter education and public information efforts.
- Apply and maintain established brand standards, including typography, color palettes, logos, and visual identity guidelines.
- Collaborate with Public Affairs staff and other departments to develop materials that support agency goals and initiatives.

- Assist in translating complex election information into easy-to-understand visual formats for diverse audiences.
- Manage multiple design projects simultaneously, effectively prioritizing assignments and adhering to production schedules, project timelines, and established deadlines.
- Prepare files for print and digital production and coordinate with vendors as needed.
- Maintain organized project files, artwork archives, templates, and digital assets.
- Review materials for accuracy, consistency, and quality before publication or distribution.
- Ensure communication materials meet ADA accessibility standards and best practices.
- Support photography, video, and multimedia projects assigned.
- Stay informed about current design trends, software updates, and industry's best practices.
- Other duties as assigned.
- Assist with election timeline planning and tracking.

Working Conditions

The majority of the work is done indoors in an air-conditioned setting.

At peak times during elections cycles, this position will require long periods of standing, walking, and lifting.

This position requires full-time hours Monday through Friday, in addition to after-hours workday and weekend work. During election periods, extended workdays and weekend work are frequent, sometimes with little or no advanced notice.

Special Equipment

Must possess working knowledge of office machines, equipment, and tools including, but not limited to multi-line phone systems, computer, laptops, tablets, scanner, imaging systems, printer, facsimile machine, copier, calculator, and company vehicles.

Physical and Mental Demands

Requirements and Frequency		
Occasional Demands (1-33%)	Frequent Demands (34-66%)	Constant Demands (67-100%)
Reaching	Grasping	Reading and Comprehending
Bending	Hand-Eye Coordination	Focus for Extending Periods
Lifting and/or carrying (20 to 30 lbs.)	Standing	Sitting
Pushing	Twisting	Repetitive Wrist Motion
Pulling	Lifting and/or carrying (up to 20 lbs.)	Mental Alertness
Crouching	Walking	Hearing
Driving		Visual Acuity
		Decision-Making
		Oral Communication