



**AIDS Project Los Angeles (APLA), one of the largest non-profit AIDS service organizations in the United States, provides bilingual direct services, prevention education and leadership on HIV/AIDS-related policy and legislation.**

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## **GRAPHIC DESIGNER**

### **OBJECTIVE:**

Under the direction of the Spanish publication editor, designs, creates and executes layout of *Impacto! Transnacional*, a quarterly Spanish-language HIV/AIDS publication distributed around the world. Under the direction of the communications director, designs, creates, prints and finishes AIDS Project Los Angeles print, collateral and online materials.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### Principal Responsibilities for *Impacto! Transnacional*:

- Executes layout and format of *Impacto! Transnacional*
- Collaborates in the creative concept process and in various project brainstorming sessions
- Creates main artwork and illustrations for publication
- Responds to photography requests for agency-related needs and/or coordinates photo shoots whenever necessary with volunteer photographers
- Prepares publication files for printing and troubleshoots technical problems
- Creates PDF of *Impacto! Transnacional* for posting on APLA's website
- As needed, supervises volunteers who work on publication program, particularly those who work in graphic design
- Maintains current contact information of photographers, illustrators, artists

#### Principal responsibilities for APLA marketing materials:

- Creates ads, banners, brochures, fact sheets, fliers, forms, postcards, posters, sponsorship documents and other marketing materials
- Creates graphics and/or resizes art for online use in newsletters, website, and emails
- Works with print vendors to get estimates and manage print process
- Understands and executes color printing, including large format printing

### **REQUIREMENTS:**

#### Training and Experience:

- BS/BA Degree (Advertising, Marketing or Fine Arts concentration preferred) or comparable experience in publication design is required
- Experience in graphic design/ photo retouching / prepress
- Familiarity with Spanish a plus



Skills:

- Adobe Creative Suite (Photoshop, InDesign, Illustrator)
- Mac and PC operating systems
- Digital photography, transfer, resizing
- Original illustration ability (electronic or freehand) a plus
- Understanding of publication and advertising terminology and processes
- Ability to work within and/or develop style guides
- Excellent spelling, grammar and communication skills
- Excellent printing, cutting and mounting skills
- Detail-oriented and extremely organized
- Flexibility, ability to switch gears quickly, ability to prioritize

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

This is primarily a sedentary office position which requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing and revising text and graphics on the computer terminal and on paper.

**SPECIAL REQUIREMENTS:**

Must possess a valid California driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work-related purposes.

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To apply, send resumes to:

**AIDS Project Los Angeles**  
**Attn: Human Resources**  
**611 S. Kingsley Dr.**  
**Los Angeles, CA 90005**

**Fax: (213) 201-1595**

**Email: [jobs@apla.org](mailto:jobs@apla.org)**

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