



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **Secretary-Treasurer** Michael LaRoque

DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **District III** Laura Erickson

White Earth Reservation Business Committee

Job Announcement

Position: Creative Services Coordinator

Location: White Earth RBC

Pay: \$26.23 Negotiable/DOQ

Benefits: Full

Open: 07-28-25

Close: Until filled

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for creative Services Coordinator who can take concepts and ideas and create visual representations, in both print and electronic media. The Ideal candidate will have expert knowledge of current design software and be skilled in every step of the design process, from concept to final deliverable. Collaborating with multiple programs across the RBC, the Creative Services Coordinator should be able to take written or spoken ideas and convert them into designs and positive stories that connect. The successful candidate will have a thorough understanding of branding and marketing and be able to find the right style and layout for every project.

Position Outcomes:

- Work on a wide range of projects and media, using various software programs to visualize and develop innovative graphic designs that meet business goals.
- Obtain input from Directors and managers to ensure that designs meet organizational standards and brand expectations, express ideas accurately, and represent the RB appropriately.
- Work independently as well as cooperatively with the marketing team to meet deadlines, stay within budget, and schedule project implementation based on workload, which may include five or more simultaneous projects.
- Examine existing processes, identify flaws, and create solutions that improve design capabilities.
- Update and maintain internal databases for designs and photography.

Knowledge, Skills, and Abilities:

- Knowledge of collaboration, brainstorm, and strategize with RBC programs on a wide range of materials that may include websites, presentations, programming collateral, signage, internal communications, newsletters, and marketing materials.
- Knowledge of and ability to translate strategic direction into high-quality design within an established brand identity.
- Knowledge to develop concepts by hand or with software and execute original content by determining the ideal usage of color, text, font style, imagery, and layout.
- Knowledge to manage the design and uploading process for all project materials, based on best practices for using a content management system.
- Knowledge to use trend intelligence and knowledge of historical and current markets when designing and executing specific classifications.

Qualifications:

- **Bachelor's Degree (or equivalent) in graphic design, art, or related discipline or (3) three or more years of experience in professional graphic design, preferably with a creative or marketing agency.**
- **Exceptional creativity and innovative design skills.**
- **Organizational and time-management skills for meeting deadlines in a fast-paced environment.**
- **Desire to continue building a skill set with education and training.**
- **Photography experience and proficiency with photo-editing software.**
- **Valid Driver's license and insurance for travel between sites and other related businesses.**

Mail Applications to:

White Earth Reservation Business Committee
Attention: Human Resources
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com