



Job Description - Communications and Design Specialist

Affiliates Risk Management Services, Inc. (ARMS) is a New York-based nonprofit organization that assembles and administers a comprehensive insurance program of coverages for over 600 reproductive health centers across the United States. Key to ARMS's mission is providing risk-mitigation programs, internet-based and on-site education and training, and risk and quality management services to help clients enhance patient safety, improve health outcomes, and minimize the risk of loss.

A successful candidate will be responsible for designing and supporting a wide variety of visual assets and communications in collaboration with the Associate Director of Communications, to whom the position reports. The ideal candidate is a creative and collaborative individual who is proficient in a variety of design software and is committed to delivering visually appealing and brand-aligned visual assets. ARMS is seeking a candidate located in the greater NYC Metropolitan area. Applicants will have a hybrid work schedule, which is currently two days in the NYC Midtown office and three days at home.

DUTIES AND RESPONSIBILITIES

1. Design and produce a variety of visual assets, including presentations, reports, web designs, and print materials, ensuring cohesion and visual appeal across designs.
2. Work closely with the Associate Director of Communications to identify ARMS's communications needs and work to support their fulfillment.
3. Work on various design projects simultaneously, from concept to completion, while meeting deadlines.
4. Create visually and technically sound and brand-aligned visual assets, ensuring all materials adhere to project specifications as required.
5. Support Associate Director of Communications with ongoing communications materials, such as e-newsletters and internal website maintenance, as needed.
6. Create and maintain visual templates for presentations and workbooks for ARMS staff to utilize as needed.
7. Perform quality assurance checks on projects.

POSITION SCOPE

This position would work with the Associate Director of Communications to design and produce visual assets for ARMS, including but not limited to PowerPoint presentations, quarterly and annual reports, brochures, web designs, and one-pagers. This position will contribute to the success of the Communications team by supporting the development of communications for a wide variety of stakeholders, such as affiliate CEOs, affiliate staff, the ARMS Board of Directors, and insurance underwriters. This position will also support the maintenance of ARMS's internal website as needed. This position will collaborate with other ARMS teams, such as Insurance; Risk, Quality, and Patient Safety; Data Strategy and Analytics; PelvicSim; and the Center for Affiliated Learning (the CAL) to support the development and production of ARMS communications.

KNOWLEDGE

- Experience in designing, developing, and quality assurance of visual assets using InDesign (required), Illustrator (required), and other Adobe Creative Suite products along with PowerPoint or equivalent (required).
- Basic knowledge of email marketing systems (MailChimp, Constant Contact) and content management systems (WordPress, Squarespace). Able to successfully design and develop multiple projects at one time.

PROBLEM SOLVING

The candidate should have strong problem-solving abilities, with the capacity to identify design challenges, develop creative solutions, and overcome obstacles to achieve project goals on time.

CONTACTS

The candidate will collaborate with staff in other departments and clients to produce work that is on time and that meets performance goals. The candidate must recognize the value of diversity and maintain relationships with staff and external audiences that respect individual dignity.

POSITION REQUIREMENTS:

Education:

Bachelor's degree in Communications, Graphic Design, Media, Marketing, or related subject.

Experience:

- Two to three years of work experience in design and/or communications.
- Minimum two years working with InDesign and PowerPoint or comparable tools is required. Experience working in a nonprofit setting is preferred.

Related Skills or Knowledge:

- Knowledge of industry-standard design software (InDesign, PhotoShop, Illustrator) and presentation development tools (PowerPoint, Canva, etc.) is required.
- A strong understanding of graphic design, design theory, composition, and typography is required and proven by a portfolio showcasing a variety of design projects across different mediums.
- Ability to edit and revise designs according to feedback is important. Candidate is comfortable and confident navigating changing circumstances and can quickly pivot to move a project

forward, if required. Candidate can receive and act upon constructive criticism for the furtherance of the projects.

- Ability to conceptualize and develop innovative design concepts that align with ARMS's brand identity and incorporate these into various visual mediums, including presentations, print collateral, and web designs.
- Excellent organizational skills with exceptional attention to detail is required. Candidate must have excellent grammar, spelling, punctuation, proofreading, and editing abilities.

SALARY RANGE: Salary Range: \$75,000 to \$90,000 per annum based on experience.

BENEFITS: ARMS offers a full range of employee and family-friendly benefits including medical, dental, vision, short term- and long term-disability insurance, life insurance, 401K program with employer contribution plus employer match, paid parental leave, and generous paid time off including vacation, sick, holidays, and personal days.

APPLICATION: This search is being conducted by OperationsInc, a Human Resources Outsourcing and Consulting firm. Since 2001, OperationsInc has been supporting a base of over 1,400 clients with their diverse and evolving HR needs. **Please send your resume, your work portfolio, and a writing sample to mkolev@operationsinc.com.**

Affiliates Risk Management Services, Inc. is an equal employment opportunity employer and is committed to maintaining a non-discriminatory work environment. Affiliates Risk Management Services, Inc. does not discriminate against any employee or applicant for employment on the basis of race, color, religion, creed, sex, pregnancy, reproductive health decision making, childbirth and related medical conditions, gender, gender identity/expression, transgender status, familial status, caregiver status, national origin, ancestry, age, physical or mental disability, genetic information or carrier status, status as a victim of domestic violence, sexual assault or stalking, sexual orientation, marital or partnership status, protected military status, veteran status, citizenship status, unemployment status, or any other basis protected by applicable law.

Affiliates Risk Management Services, Inc. is committed to creating a dynamic work environment that values diversity, inclusion and belonging; respect and integrity; customer focus; and innovation.