

# MIBOR REALTOR® Association

## Graphic Designer

### About Us

**MIBOR REALTOR® Association** is a professional trade association that serves approximately 8,000 REALTOR® and affiliate members in 12 central Indiana counties. Central Indiana is the economic center of the Hoosier State and home to one of the nation's largest cities, Indianapolis. Known for fast cars, a vibrant sports scene, and blockbuster events, the Indy region has also gained acclaim for a flourishing culinary and brewing scene, thriving cultural institutions, communities with a high quality of life, and so much more.

MIBOR prides itself on being a well-connected and respected trade association with a strong investment history in the communities we serve. MIBOR is on the cutting edge of technology and innovation and offers access to a strong network of local, state, and national resources across the United States.

Our Mission: MIBOR REALTOR® Association empowers members and strengthens the marketplace in central Indiana through collaboration, advocacy, professionalism, education and innovation.

### General Duties/Responsibilities

- Graphic Design (Adobe Creative Suite)
  - Design web banners
  - Design print and web advertisements
  - Design brochures and informational publications
  - Design bi-monthly monitoring report
- Branded Design
  - Assist Vice President in ensuring consistency of brand standards across all platforms
  - Maintain/update as necessary the Brand/Style guide
  - Maintain/update as necessary design templates for letterhead, business cards, etc.
- Website Management
  - Maintain/update website as necessary
  - Maintain website user experience and update with changing technology
- Video Production
  - Develop ideas/concepts for video production projects, write scripts, schedule and film
  - Edit videos with video production software for placement on MIBOR website, YouTube, social media and other communication mediums
- Social Media
  - Maintain all MIBOR social media platforms
  - Remain up-to-date on social media advancements and resources of interest to REALTOR® members
- Administrative Duties
  - Attendance at meetings assigned by Vice President
  - Assist in research for communications projects
  - Assist in special projects such as special event planning and logistics
  - Assist with monthly release of market statistics
- Publications
  - Assist Vice President in developing weekly e-newsletter
  - Determine content placement, design web graphics, banners and ads for placement in publications
- Photography of events/programs
  - Photo editing (with use of Adobe Creative Suite) for print and web
  - Photographing events
- Media Requests
  - Assist with handling media inquiries as back-up to Vice President, including statewide media contacts, coordinating press interview with board officials/CEO, fielding press and media requests

## Reports to

Vice President, Marketing and Communications

## Required Skills

- Presents a strong graphic design background
- Degree or equivalent education in graphic design, social media, or related communications concentration
- HTML content-management system (CMLS) experience
- An eye for storytelling that engages members/public
- Strong project management, time management and organizational skills
- Exceptional interpersonal and written communication skills
- Team oriented
- Adobe Creative Suite
- Microsoft Office Suite

## Preferred Skills

- 3+ years of related experience
- Photography experience (shooting and editing)
- Video experience (shooting and editing)
- Expertise in multiple social-media platforms

## Benefits

- Health, Dental, Disability, Life Insurance
- 401k with employer match
- Competitive salary structure with bonus opportunity

This is a full-time position. MUST submit your cover letter, resume, portfolio (sample of creative work products) and salary requirements to [miborcommunications@mibor.com](mailto:miborcommunications@mibor.com).