

Graphic Designer Job Posting

TrackTown USA, Inc., a non-profit corporation based in Eugene, Oregon that is responsible for the delivery of the 2020 U.S. Olympic Team Trials—Track & Field, is currently seeking a graphic designer for a full-time position. This position will be responsible for planning and delivering the graphic design programs for the company, including, but not limited to, promotional materials, event décor, and digital communication tools such as websites and e-mail campaigns.

Primary Responsibilities

This position is primarily responsible for ensuring that the following tasks are completed on time, within budget and with the highest level of effectiveness. This list is not exhaustive: designing branding programs and graphic elements for all TrackTown USA events and programs, developing creative and operational plans, designing and producing materials; managing creative agencies, production and installation teams, contractors, venue managers, and city agencies; creating promotional materials, including designing web pages and e-mail marketing campaigns; setting, communicating and maintaining timelines and priorities on assigned projects; working all hours assigned, including weekends and holidays if necessary.

To Apply

Submit letter of interest, resume and a list of references via email to HR@gotracktownusa.com. Mailed or faxed applications will not be considered. The position will remain open until filled.

Key Qualifications

Bachelors' degree in graphic design or related field and/or applicable work experience is required; demonstrable graphic design skills with a strong portfolio.; proficiency with required graphic design tools, including Illustrator, Photoshop, and InDesign, as well as Microsoft Office products; understanding of marketing, production, website design, corporate identity, product packaging, advertisements, and multimedia design; proficiency or experience in website management, photography, and video editing is a plus; knowledge of track and field is a plus; strong organizational, analytical and problem-solving skills with the ability to take initiative and delegate appropriately; experience managing multiple assignments/projects in a fast-paced environment; ability to drive teams to a high level of quality and performance on deadline; ability to work independently, to work in a team atmosphere, and to work in a cooperative manner with people from a wide variety of backgrounds.

Salary commensurate with experience.

About TrackTown USA, Inc.

TrackTown USA, Inc. is a non-profit organization committed to setting a standard of excellence in the sports of track and field and running by hosting premier events, creating a supportive environment for elite athletic performances, improving facilities, being a leader in sustainability and inspiring the next generation of track and field athletes and fans. The organization is responsible for organizing the 2014 IAAF World Junior Championships, the 2015 USA Track & Field Outdoor Championships, the 2016 IAAF World Indoor Championships in Portland, the 2016 U.S. Olympic Team Trials—Track & Field and the 2020 U.S. Olympic Team Trials—Track & Field.