



976 United Circle • Sparks NV 89431 • *ph* (888) 438-9473 • *fx* (800) 544-8051 • ResourceActionPrograms.org

Website Designer

Resource Action Programs is looking for an experienced Website Designer to join our small, fast-paced, and growing team.

Responsibilities Include:

- Simple photography and photo retouching skills.
- Website Design
- Thorough understanding of Web technologies, languages, and standards (PHP, HTML, XML, JavaScript, CSS, RSS). Up to date on current web standards for coding email blasts, banner ads, and landing pages.
- Proficiency with Word press and/or other blogging platforms.
- Proficiency with website tracking tools such Google Analytics & Web Optimizer.

Knowledge, Skills, and Abilities Required:

- Clean, attractive, engaging design style.
- Takes great pride and ownership in the designs produced. Be a creative champion and find new and innovative ways to elevate our creative work.
- Project management skills; ability to set and meet deadlines and balance multiple project schedules.
- Independent work style, ability to plan and execute with little direction, creative problem-solving skills and initiative.
- Comfortable collaborating with others, thrive in a fast-paced environment, and enjoy a diversity of tasks and projects.
- Handle stress with grace and tact and possess an excellent sense of humor.
- Must be organized, self-motivated and able to multitask.
- Be creative and introduce new thinking and concepts to projects.
- Demonstrate excellent problem-solving and communication skills.

Experience:

- 7+ years design experience within an in-house creative department or agency.
- Mac and PC compatible.
- Strategic design skills: Understands visual and typographical hierarchies, and how to communicate brand strategies to customers in new and exciting ways, graphically.
- The perfect candidate would be a team player, with great communication skills and a can-do attitude.

It's a very fast pace environment so a sense of humor is a plus. For more information about the company please visit www.resourceactionprograms.org. This is an onsite position in Sparks, NV. Please no contract or freelance applications.

Please send your resume, examples of your work, salary requirements, and date of availability to Tiffany James at tiffany@etlproducts.com.