

Critical Hub Networks, Inc. is seeking qualified candidates for the Puerto Rico Bridge Initiative (PRBI), a project funded by the U.S. Department of Commerce under the American Reinvestment and Recovery Act of 2009 (ARRA). We are currently seeking candidates for the following position:

**Job Title: Graphic Design Specialist**

**Department: PRBI**

**Announcement Number: PRBI-570-011**

**Job Summary:**

The Graphic Design Specialist will be responsible for supporting all projects and departments by designing, developing and/or directing appropriate graphic art materials.

**Responsibilities:**

- Conceptualize and design graphic art, images, logos, marketing materials, web site graphics and campaigns.
- Coordinate production including specifications for bidding with printers, pre-press vendors, advertising media, and other production means.
- Participate in the creation of web pages, software programs and interfaces, online images and marketing efforts.
- Plans, coordinates, and participates in outreach programs.
- Creates outreach materials, presentations, documentation, proposals, reports and other marketing information.
- Works to achieve the goals of the PRBI project
- Performs other duties as required

**Requirements:**

- Creative, open-minded and ability to work with constructive criticism
- Ability to build working relationships with key stake holders at various levels within the organization.
- Proven history of documenting projects and processes.
- Knowledge of Adobe Illustrator and Photoshop a must
- Previous web development experience essential.
- Ability to work well independently and in a team environment
- Ability to handle multiple tasks, prioritize and meet deadlines.
- Bilingual (English/Spanish). Excellent written and verbal communication skills.
- Team player with strong desire to assist and share knowledge

**Key Requirements:**

Educational Requirements: Bachelor's Degree from four year college/university is required. Previous graphic design experience preferred.

Applications will be accepted from U. S. Citizens. Must be fluent in English and Spanish - orally and in writing.

Duty Location: Based in San Juan, Puerto Rico.

Please send a cover letter, resume, salary history and relevant candidate support including letters of recommendation, transcript and/or copy of degree, professional certifications via email in PDF format.

Critical Hub Networks, Inc. is an Equal Opportunity Employer