

Position Vacancy Announcement
Web Designer
Links Media, LLC

Location: Gaithersburg, Maryland

Salary: Commensurate with experience and qualifications

Full or Part Time: Either

Job Description: Links Media, LLC, seeks a **Web Designer** to join our Design and Publications Production Unit, and to design and maintain our Web-based efforts. The Web Designer will create web maps, interactive web designs, develop innovative navigation systems, interface designs, typography, and layouts for web sites, e-mail communications, presentations, and other interactive media targeted to health professionals, consumers, policy makers, government officials, internal audiences, and corporate clients..

Reporting to the Publications Manager, the Director of Integrated Marketing Communications, and the Corporate Leadership, the **Web Designer** will ensure that Web-based communications reflect the strategic focus and the identified knowledge and information needs of Links Media and its portfolio. The successful candidate will be a creative and team player with good interpersonal skills, highly organized, and able to develop and manage their own work program. He/she also will have experience with the publication process from concept to marketing/promotion, and some broader communications experience beyond Web design and management (e.g., graphic design).

Key Role and Responsibilities:

- Assist in ensuring effective liaison between the Design and Publications Production Unit and other Links Media units to ensure the efficient and effective Web design solutions;
- Effectively present design concepts and creative development phases to other Links Media units and clients;
- Understand and strictly follow client branding, style, and marking guidelines;
- Keep abreast of current trends in design and publications, with special attention on electronic and social media influences, tools and techniques;
- Proactively track progress of publication plan-related tasks, providing internal updates where necessary;
- Assist in Links Media staff communications and face-to-face client meetings; and,
- As a team member of the Design and Publications Production Unit, assist in ensure staff skills and the unit's equipment are maintained and developed in light of emerging changes in the design and technology industry.

Minimum Qualifications, Knowledge, and Experience:

- An Associate Degree in Web Design/Development, Graphics Design, or a related field.
- Two or more years experience working designing Web sites; some experience with graphic design, desirable.
- Client relations experience.
- Outstanding interpersonal, and written and verbal communication skills.
- 100% proficient in English; an additional language highly preferable.
- Strong visual arts and web design skills with experience using Web/multimedia design tools, including Adobe Flash, Dreamweaver, and Fireworks.
- Knowledge of Web-based programming (e.g., HTML, ASP, ASP.Net, JavaScript, MS Access, MS SQL,

and MySQL).

- Proficiency in MS Office applications for design and publications production desirable.
- Proficiency in Adobe Creative Suite 3, InDesign, Scanning and text recognition, and other multimedia applications on Macintosh systems desirable.
- Experience with video editing on Final Cut Pro, desirable.
- Experience in Web content development and rights management, desirable.
- Strong organizational experience that demonstrates a high level of accuracy and attention to detail. Incumbent hired will have demonstrated the ability to coordinate and/or take on multiple projects simultaneously from concept to launch to distribution and to marketing/promotion.
- Ability to liaise effectively with senior management personnel, clients, and suppliers.
- Some broader communications experience/knowledge beyond graphic design is desired to ensure good collaboration and coordination with web communications, public relations, and marketing teams, desirable.
- Demonstrated understanding of and experience with using new and emerging communications technology for publications, including multimedia production.
- Ability to learn quickly, demonstrate critical thinking and make situation-appropriate decisions using sound judgment.
- Must be creative and a dynamic self-starter, comfortable with taking initiative and able to work against deadlines with minimum supervision.
- Ability to work collegially under extreme deadline pressure and handle multiple work assignments. Must be able to work under minimal supervision and work/lead a team.
- Experience working in a high-paced, small company environment.

Application Deadline: Open Until Filled

To Apply: Please forward cover letter, resume, and salary requirements based on history to jobs@linksmedia.net in MS Word or fax to 301-987-5498.

Links Media has the people, strategy, agility, and products to thrive in a highly dynamic and innovative environment. If you are a dynamic, successful, driven professional, Links Media is the company that will further your experience and career growth. We offer a highly competitive salary, comprehensive benefits including, medical, dental, 401k, and much more. As an Equal Opportunity Employer, we are committed to a diverse workforce. Equal Opportunity Employer M/F/V/D