



Agency: Patient Safety Authority (83)

Type of Job: Non-civil service/Management

Work Hours: 8:00 a.m. – 4:30 p.m.

Reports to: Manager, Comm. & Publications

Job Title: Graphic Designer/Admin Specialist

Type Position: Perm/FT

Work Location: Remote

Supervisor Position: N

JOB DESCRIPTION

Summary/Objective:

Have you always wanted to work in healthcare but discovered a talent for graphic design along the way? Then this is the opportunity you've been waiting for!

The Pennsylvania Patient Safety Authority is seeking a Graphic Designer/Administrative Specialist to design online and print material for its thousands of followers worldwide. (S)he will be an integral member of the team by also supporting the core operations for one of the nation's first state agencies dedicated to improving patient safety.

Essential Functions:

1. Assist with the development of Authority publications, including its quarterly journal and annual report. This includes overall layout, typesetting, and graphics.
2. Develop materials to promote Authority publications, including social media graphics, video clips, and designing the journal's website.
3. Develop other promotional materials as needed, including brochures, fliers, and infographics.
4. Work as part of a team to develop marketing campaigns.
5. Distribute/manage incoming calls to the Authority
6. Monitor WebEx/PSA RA email accounts
7. Update education schedule in SharePoint while maintaining and administering the educational schedule in Excel on the shared network drive including the submission of education session form entries in SharePoint
8. Create and/or assist with the preparation of PowerPoint presentations
9. File paper and electronic documents
10. Schedule and coordinate meetings/teleconferences
11. Facilitate and/or support helpdesk for WebEx conferences
12. Prepare, sign for and distribute UPS/FedEx or similarly delivered packages
13. Assist and/or facilitate the organization of special projects/collaborations requested by directors/managers at the direction of the Manager of Communications and Publications
14. Record/transcribe meeting notes
15. Other duties as assigned

Standard Competencies:

1. Learning orientation
2. Organizational skills
3. Thoroughness
4. Teamwork orientation
5. Collaboration skills
6. Communication proficiency (verbal and written)



7. Staff/Client focus
8. Discretion

Minimum Experience/Training:

1. Bachelor's Degree required (Graphic Design and Marketing degrees preferred).
2. Minimum three years' experience
3. Proficient in Microsoft Office Suite
4. Work independently and with a team

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand; walk and reach with hands and arms. At times, this job may require lifting boxes of materials, computer/audio-visual equipment and transported via a handcart.

Hours of Work:

Some flexibility of hours is allowed, but the employee must work 37.5 hours each week to maintain full-time status. Occasional evening and weekend work may be required as job duties demand.

Travel:

Occasional day travel is required. Some out-of-area and overnight travel is also expected.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.