

**CREATIVE DIRECTOR**

Chesapeake/Delaware Bays Bioregion  
Baltimore, MD

Years of Experience: 5+ years

*Compensation Commensurate with Experience*

Biohabitats seeks an energetic, self-motivated, detail-oriented team player to lead marketing, storytelling, and branding initiatives and provide support to technical and administrative staff. The Creative Director must be passionate about design and have a keen eye for typography and photography. The ability to clearly convey technical information to a wide audience is imperative.

**Primary Responsibilities**

The Creative Director will lead and/or collaborate on a variety of projects for both in-house and outside clients. Responsibilities include maintaining and furthering Biohabitats' brand by creating social media graphics, advertising, collateral materials, templates for in-house publications and proposals, updating the company website, and assisting technical staff with graphics, presentations, and posters. Projects for Biohabitats' clients include producing information graphics, interpretive signs, community handouts, and project reports. Leadership skills, an enthusiasm for collaboration, and a passion for the environment are essential.

**Required Skills**

- » Minimum 5 years of graphic design, branding, and communication experience
- » Extensive project experience including coordinating projects with printers and photographers
- » Ability to manage multiple projects, meeting both budget and deadline requirements
- » Proficiency in Photoshop, InDesign, and Illustrator
- » Proficiency in Wordpress or other content management systems
- » Familiarity with Microsoft Word and Excel
- » Enthusiasm for learning progressive, innovative trends and technologies
- » Ability to work both independently and as part of a team
- » Strong written and oral communication skills
- » Strong work ethic

**Preferred Skills**

- » Experience with social media platforms

**Education**

- » Bachelor's degree in graphic design or related field

**Compensation**

Competitive salary (commensurate with experience), and attractive benefits package:

- » Flexible Leave and Paid Holidays
- » Flexible Work Hours
- » Teleworking Flexibility
- » Health/Dental/Vision Insurance
- » Short and Long-Term Disability Insurance
- » Life Insurance
- » Employer-Contributed Health Savings Account
- » Retirement Account with Employer Match
- » Quarterly Profit Bonuses
- » Tuition Reimbursement and Continuing Education Support
- » Professional License Reimbursement

**Position Posted**

June 29th, 2018

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## CREATIVE DIRECTOR

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*Biohabitats is a purpose driven, performance oriented, and values led organization. We are a Certified **B-Corp™** and **Just©** Organization, meeting the highest standards of verified social and environmental performance. To ensure that you will thrive at Biohabitats, we highly encourage you to review our **Mission, Values, and Approach** before applying.*

### **To Apply**

Please send in pdf format to [careers@biohabitats.com](mailto:careers@biohabitats.com):

- » Cover letter
- » Resume
- » References
- » Equal employment opportunity self-identification form

**Biohabitats is an equal opportunity employer.**



## EQUAL EMPLOYMENT OPPORTUNITY SELF-IDENTIFICATION FORM

Biohabitats, Inc. is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, Biohabitats, Inc. invites candidates and employees to voluntarily self-identify their status as handicapped, disabled veteran, veteran of the Vietnam era, or other minority. In extending this invitation you are also advised that: (a) workers (applicants) are under no obligation to respond, but may do so in the future if they choose; (b) responses will remain confidential within the Human Resources Department; and (c) responses will be used only in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. We are a company that values diversity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

*PLEASE COMPLETE THE INFORMATION REQUESTED BELOW. THANK YOU FOR YOUR COOPERATION.*

### I. GENERAL INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_

### II. PLEASE COMPLETE EACH SECTION

#### Race or Ethnic Identity (please select only from one category)

- ☐ Hispanic or Latino
- ☐ Asian
- ☐ Black or African American
- ☐ White
- ☐ Native Hawaiian or Pacific Islander
- ☐ American Indian or Alaskan
- ☐ Two or more races

#### Veteran Status (select all that apply)

- ☐ Vietnam Era Veteran
- ☐ Special Disabled Veteran
- ☐ Newly Separated Veteran
- ☐ Other Protected Veteran

Date of Discharge \_\_\_\_\_

#### Other

- ☐ Individual with Disabilities

#### Gender

- ☐ Male ☐ Female

**If you prefer to not identify for any categories, please check below.**

- ☐ I do not wish to self-identify

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

## *DEFINITIONS*

### **HISPANIC OR LATINO**

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

### **WHITE (Not Hispanic or Latino)**

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

### **BLACK OR AFRICAN AMERICAN (not Hispanic or Latino)**

A person having origins in any of the black racial groups of Africa.

### **NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (not Hispanic or Latino)**

#### **ASIAN (not Hispanic or Latino)**

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

### **AMERICAN INDIAN OR ALASKA NATIVE (not Hispanic or Latino)**

A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

### **TWO OR MORE RACES (not Hispanic or Latino)**

All persons who identify with more than one of the above five races.

### **INDIVIDUAL WITH DISABILITIES**

Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodations, can perform the essential functions of the job in question.

### **SPECIAL DISABLED VETERAN**

Defined as a veteran who served on active duty in the U.S. military ground, naval, or air service and (1) who was discharged or released from active duty because of a service-connected disability, or (2) who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) for certain disabilities under laws administered by the Department of Veterans Affairs (i.e., disabilities rated at 30 percent or more, or at 10 or 20 percent if the veteran has been determined to have a serious employment handicap).

### **VETERAN OF THE VIETNAM ERA**

Defined as a veteran of the U.S. military, ground, naval, or air service, any part of whose service was during the period August 5, 1964 through May 7, 1975, who (1) served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge, or (2) was discharged or released from active duty because of a service-connected disability. "Vietnam era veteran" also includes any veteran of the U.S. military, ground, naval, or air service who served in the Republic of Vietnam between February 28, 1961 and May 7, 1975. NOTE: JVA eliminated Vietnam era veterans as a protected category under VEVRAA. However, most Vietnam era veterans will continue to be protected under other categories.

### **NEWLY SEPARATED VETERAN**

A "newly separated veteran," with respect to federal contracts and subcontracts entered into before December 1, 2003, means any veteran who served on active duty in the U.S. military ground, naval, or air service during the one-year period beginning on the date of such veteran's discharge or release from active duty. With respect to federal contracts and subcontracts entered into on or after December 1, 2003, "newly separated veterans" means any veteran who served on active duty during the three-year period beginning on the date of such veteran's discharge or release from active duty.

### **OTHER PROTECTED VETERAN**

Defined as any other veteran who served on active duty in the U.S. military ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, other than a special disabled veteran, veteran of the Vietnam era, or recently separated veteran.