

PALOMA & FIG

CREATIVE AGENCY FOR CATHOLIC ORGANIZATIONS

Updated: December 23, 2025

Job Description: Graphic Designer

Paloma & Fig is seeking a **Part-Time Graphic Designer (Contract)** to support the creative execution of client and internal projects across print and select digital materials. This role is well-suited for a designer who brings **strong visual discernment, precision, and respect for mission-driven storytelling**, with a particular emphasis on clarity, beauty, and craftsmanship.

The Graphic Designer will collaborate closely with leadership and project management to translate strategy and vision into thoughtful, well-executed design for Catholic organizations, schools, parishes, nonprofits, authors, and mission-led businesses.

Role Overview

The Graphic Designer will be responsible for designing and refining visual assets that align with Paloma & Fig's brand standards and each client's mission. This role emphasizes **print-forward and long-form design**, requiring careful attention to typography, layout, and brand consistency.

This is a **fully remote position** with flexible scheduling, operating within agreed-upon timelines and project needs.

Key Responsibilities

- Design visual assets for print and digital use, including:
 - Marketing collateral (flyers, postcards, brochures, ads, signage)
 - Brand assets and templates
 - Reports, annual reports, proposals, and presentations
 - Editorial and publication layouts
- Collaborate with leadership and project management to interpret creative briefs and direction

- Maintain consistency with brand guidelines while adapting designs to varied audiences and deliverables
- Prepare files accurately for print and digital production
- Participate in creative reviews and incorporate feedback thoughtfully and efficiently
- Manage assigned design tasks within established timelines
- Support internal Paloma & Fig initiatives and special projects as needed

Qualifications & Experience

- Proven experience in graphic design (agency, nonprofit, or communications field preferred)
- Strong portfolio demonstrating excellence in layout, typography, and print-forward design
- Proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop required)
- Working knowledge of Canva and Google Workspace preferred
- Solid understanding of print production processes and file preparation
- Excellent attention to detail and time-management skills
- Ability to manage multiple design projects simultaneously
- Ability to work independently while collaborating with a remote creative team
- Bachelor's degree in Graphic Design, Visual Communications, or a related field preferred
- A practicing Catholic, or experience working with Catholic organizations, schools, or nonprofits, is strongly preferred

Work Structure

- **Part-time, contract role**
- **Fully remote**
- Works in collaboration with creative director & Paloma & Fig leadership

To apply, please email cover letter, resume and work samples to admin@palomaandfig.com