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Graphic Designer

Location: Chicago, IL, Hybrid	FLSA: Exempt	Benefit Eligible
Department: President	Type: Full-time – 37.5hrs	Exempt Administrative
Reports To: Marketing and Communication Officer	Salary Range: \$45,000 – 65,000	
Revised: June, 2026		

Meadville Lombard Theological School, located in Chicago's Loop, seeks a full-time Graphic Designer who will be crucial to the institution's success.

A graduate theological institution rooted in the Unitarian Universalist tradition, Meadville Lombard is academically rigorous, spiritually grounded, unapologetically progressive, and deeply committed to teaching and learning for social justice and transformation. Meadville Lombard's innovative education model is a non-residency program grounded in service learning and integrated internships. The successful candidate must be competent in functioning in a multiracial, multicultural, and theologically diverse learning and work environment.

Job Summary

Directly responsible for the overall design and visual identity of Meadville Lombard for both external and internal audiences. Creates visual concepts to communicate ideas, promote MLTS, and highlight our mascot, Theo the honey badger. Serves as the principal coordinator for graphics and online production, while working within a prescribed budget. Works under the creative direction of the Marketing & Communications Officer to realize branding and communication projects.

Objectives of this role

- Work on a wide range of projects and media, using design software to develop innovative graphic design
- Obtain input from team members to ensure designs meet organizational standards and brand expectations, express ideas accurately, and represent Meadville Lombard's ethos
- Work independently, as well as under the creative direction of the Marketing and Comms Officers, to meet deadlines, stay within budget, and manage several different projects at the same time
- Examine existing processes, identify flaws, and create solutions that improve design capabilities
- Update and maintain internal databases for design, photography, and video

Responsibilities

- Create designs that highlight the energy and excitement of the Meadville Lombard honey badgers
- Collaborate, brainstorm, and strategize with team members on a wide range of materials, including website, presentations, signs, internal communications, newsletters, and marketing collateral
- Translate strategic direction into high-quality design within our established brand identity
- Develop concepts and execute original content by determining the ideal usage of color, text, font style, imagery, and layout
- Create printed materials (print ads, promotional items, business cards, letterhead, envelopes, etc.)
- Edit video and audio podcasts
- Create digital assets including static and dynamic content for social media graphics, digital ads, email template design, gifs, and brand kit elements

- Retouch and resize photography
- Refine logo and mascot design
- Manage artwork files
- Create materials for conferences, graduation, and recruitment events
- Design, set up, and load content on MLTS website and pages outside the website (Classy, Eventbrite, Teachable, etc.)
- Order and design swag items
- Create short-form video content for social media
- Other design tasks as they come up

Required qualifications and skills

- A bachelor's degree in Advertising, Graphic Design, Fine Arts, or an equivalent of education, plus experience.
- A portfolio of design work featuring published work for clients (either in-house or external clients, or a mix of both)
- Five or more years of graphic arts and publications experience with proven project management skills
- Strong working knowledge of print, publishing, graphics art procedures, and related computer software
- Experience working within a set budget and the ability to direct vendors
- Exceptional creativity and innovative design skills
- Five or more years of experience (academic and professional) with design software, including Illustrator, InDesign, and Photoshop
- Experience editing short-form content for social media, including video and gifs
- Three or more years of experience with WordPress
- Excellent communication and presentation skills
- Organizational and time-management skills for meeting deadlines in a fast-paced environment
- Desire to continue building skill set with education and training

Preferred qualifications and skills

- Three or more years of experience in professional graphic design, preferably with a design or advertising agency
- Two or more years of experience with MailChimp or a similar HTML-based email template
- Experience creating long-form content and podcasts
- Three or more years of experience with Adobe Premiere

The above statements describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

How To Apply

Meadville Lombard Theological School offers a competitive salary and benefits package, including spouse/partner/family health, dental, vision, disability, and life insurance options. There are also 401(k) options, with a 10% 401(k) match after one year of employment. Paid holidays, vacation, and sick leave. Illinois public transportation discount. Meadville Lombard is an Equal Opportunity Employer and encourages women, persons of color, and persons with disabilities to apply. The school is committed to enriching its educational experience through the diversity of its faculty, administration, and staff.

Interested applicants should submit a cover letter, resume, and PDF portfolio or link to portfolio website to Phil Pena, Vice President of Finance and Administration, at ppena@meadville.edu.

Open until filled; **apply by June 30, 2026**, for best consideration.

We thank all applicants in advance for their interest. However, **ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**