

Layout Designer Job Description

Acción Latina, proud publisher of El Tecolote, the longest running bilingual, biweekly newspaper serving San Francisco's Mission District since 1970, is seeking to hire a part-time Layout Designer effective **October 25, 2021**.

TERMS OF EMPLOYMENT

- Contractor — 10 hours every other week
- \$20 per hour
- 6 month contract with possibility of extension
- Reports to Editor-in-Chief and works with works closely with Managing Editor

*This position is not remote

PRIMARY FUNCTIONS

- Design and layout the 12 page biweekly print edition of El Tecolote newspaper
- Electronically deliver the newspaper to the printer on Wednesdays by 11 PM

RESPONSIBILITIES

El Tecolote Newspaper Layout and Design

- El Tecolote seeks a Layout Designer who is responsible for designing and laying out our 12 page legacy newspaper every other week with the support of the Managing Editor and Editor-in-Chief.
- The Layout Designer is expected to utilize layout software to assemble text, photographs, and other content in an aesthetically pleasing and easy-to-read format that includes good use of type size, font style, spacing column width, and placement.
- The Layout Editor must be able to work independently and possess the communication skills to collaborate with an editor. After layout is completed and approved by the Managing Editor, the Layout Designer will email the final version of the newspaper to the printer.

QUALIFICATIONS

- Previous experience as a newspaper layout designer
- An associate's or bachelor's degree in graphic design or relevant work experience
- Skilled with the following software: InDesign and Photoshop
- Available on Wednesday evenings
- Creative eye for design to visualize the final product during the design process

- Basic math skills are beneficial in solving ratio problems when resizing images to scale
- Excellent organizational and time management skills
- Strong communication and leadership skills
- Bilingual/Bicultural (English/Spanish)

TO APPLY : Please email resumé and cover letter to humanresources@accionlatina.org by **October 8**. Resumé should include names and email addresses of two references. The contract position is open until filled. For more information about Acción Latina and El Tecolote, visit our websites <http://www.accionlatina.org> and eltecolote.org