Assistant Designer

POSITION OBJECTIVES
Theodore Payne Foundation (TPF) is seeking an Assistant Designer to provide design support to a broad range of projects. This position is rooted in our mission to inspire and educate Southern Californians about the beauty and ecological benefits of California native plant landscapes. Reporting to the Creative Director, this position works closely with all departments across TPF. The initial term of this position is six months, with the option to extend to permanent based on performance and funding. Pay rate is commensurate on experience, within a range of $18-$22 per hour. This is a full-time, hourly position (40 hours per week Monday - Friday).

DUTIES & RESPONSIBILITIES
- Under the supervision of the Creative Director and in collaboration with other departments, create original content to further TPF’s mission.
- Assist in maintenance of websites (main site, e-store, education portal.)
- Assist in development and launch of new products and services. (informational content, booklets, web pages, clothing other products.)
- Provide support on film and photo shoots.
- Manage photo editing, resizing and organizational projects.
- Assist in video editing.
- Create visual and online content for special projects, including the annual Native Plant Garden Tour, California Native Plant Landscaper Certification Program, Wild Fire outreach, and others.

KNOWLEDGE, SKILLS, & ABILITIES
- A sense of style and personal creative vision.
- Experience in web design (WordPress [Divi, Elementor].
- Must be proficient in Adobe Creative Suite including - Photoshop, InDesign and Illustrator.
- Experience with video editing software (Premiere, Rush or After Effects) a plus.
- Strong understanding of web optimization and digital file types.
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Capability to work independently and in a collaborative team environment.
- Interest in native plant horticulture, botany, gardening, landscaping, and/or environmental justice preferred.
- A commitment to social enterprise, and creating environmental change through media and communications.
- Fluency in Spanish desirable.
BENEFITS

- Vacation/Sick/Holiday paid time off
- 401K
- Health and Dental Coverage
- Staff discount

Schedule: Full-time, Monday-Friday

TO APPLY
Send cover letter, portfolio link, resume, and references to jobs@theodorepayne.org with the subject heading of: Assistant Designer

THEODORE PAYNE FOUNDATION
The Theodore Payne Foundation is a non-profit nursery and educational organization that promotes the understanding and use of California native plants. Located on 22 acres of canyon land in the Sun Valley neighborhood of Los Angeles, TPF operates the region’s largest California native plant retail nursery and seed store. In addition to its retail offerings, the TPF headquarters property maintains display gardens, production fields, natural areas, and indoor and outdoor classroom spaces. TPF offers a wide range of classes, events and outreach programs across the region, all focused on making the landscape of Southern California more sustainable and biodiverse. For more information, visit theodorepayne.org.

TPF is an Equal Opportunity Employer and all activities are conducted without discrimination based on race, color, genetics, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or status as a protected veteran. TPF is also committed to compliance with all fair employment practices regarding citizenship and immigration status.