MARISTAN
Healing Mind, Body, & Soul

JOB DESCRIPTION | Marketing Graphic Designer (Part-Time, Remote)

Position Title	Marketing Graphic Designer
Type	Part-Time (up to 20 hours per week); Remote
Reports To	Marketing and Communications Manager
Mission	Grounded in Islamic traditions, Maristan aims to lead professional clinical care, education, and research in advancing holistic, mental and spiritual wellness.
Vision	Maristan strives to revive the Islamic legacy of research and education that informs holistic healing and provides culturally and spiritually congruent, professional, accessible, and affordable mental health care for all.

Pay	Hourly rate, negotiable and based on experience and location
Position Overview	Maristan is seeking a part-time, **Marketing Graphic Designer** to support our growing marketing and communications efforts. This role will work closely with the Marketing & Communications Manager and marketing team to design visual assets that support social media, campaigns, fundraising, programs, and community outreach. This position is ideal for an **entry-level or early-career designer** who is organized, adaptable, and excited to grow within a mission-driven nonprofit environment.

Duties and Responsibilities	**Digital Design (Primary Focus)**

Digital Design (Primary Focus)

- Design graphics for social media including posts, stories, Reels covers, and carousels

- Support campaign visuals for Instagram, Facebook, email, and web

- Maintain visual consistency across platforms using Maristan's branding guidelines

- Create and update Canva templates for internal team use

- Design visual assets for email newsletters and digital communications

- Design and format slide decks for presentations, trainings, and workshops

- Support visual needs for educational programs and community events

Print & Tangible Marketing Assets

- Design flyers, banners, signage, outreach printables, and event materials

- Support merchandise design such as tote bags, stickers, and other branded items

- Prepare files for print production and coordinate with the internal teams on specifications

Collaboration & Workflow

- Work closely with the Marketing & Communications Manager to prioritize tasks and deadlines

- Communicate clearly about progress, questions, and capacity

- Manage assignments and deadlines using shared project management tools such as Asana

Qualifications, Skills, and Abilities	**Core Design Skills**

Core Design Skills

- Working knowledge of graphic design fundamentals including layout, spacing, typography, color, and visual hierarchy

- Ability to create clean, consistent designs that follow existing brand guidelines and offer suggestions for improvements

- Comfort designing for social media formats such as carousels, stories, video thumbnails, and headers

- Basic understanding of preparing files for both digital and print use

Tools & Technical Skills

- Experience using common, industry-standard design tools (such as Canva, Adobe Creative Suite, or similar)

- Strong ability to design in **Canva**, including creating and editing templates, resizing assets, and collaborating with shared brand libraries

- Comfort adapting designs across multiple formats and platforms

- Familiarity with basic design workflows, file organization, and version control

Digital & Marketing Awareness

- Understanding of how visuals support marketing goals and storytelling

- Awareness of social media design best practices and mobile-first design

- Ability to create visuals that are clear, readable, and engaging

Professional Skills

- Strong attention to detail and openness to feedback

- Ability to manage multiple tasks and meet deadlines

- Clear written and verbal communication skills

- Comfortable working independently while collaborating with a remote team

- Interest in nonprofit work and community-centered missions

- Independent, self-starter and takes initiative

Education & Experience

- A degree in graphic design, visual communication, marketing, or a related field is preferred but not required

- Entry-level and early-career candidates are encouraged to apply

- Internships, coursework, freelance projects, or volunteer work count as relevant experience

- Quality of work and portfolio strength matter more than formal credentials

Work Environment and Commitments	• This is a part-time, remote position with flexible scheduling. • Candidates must have reliable access to a computer, internet, and phone.
Deadline	Applications will be reviewed on a rolling basis
How to Apply	Interested candidates should complete the **application form** and include a brief cover note explaining your interest, along with a resume or CV and a portfolio or samples of design work.
Compensation	Hourly rate, negotiable and based on experience and location