Mattress Recycling Council®

Part-Time Graphic Designer

About MRC:

The Mattress Recycling Council (MRC) is a nonprofit organization that operates recycling programs in four states that have passed mattress recycling laws. MRC now recycles more than 2 million mattresses each year through our statewide collection networks known to consumers as Bye Bye Mattress. For more information, visit MattressRecyclingCouncil.org and ByeByeMattress.com. MRC was established by the International Sleep Products Association (ISPA), the trade association for the mattress industry.

Summary:

MRC is seeking a part-time, freelance graphic designer to support our California and Oregon programs. Reporting to the Director of Marketing, this independent contractor will create industry- and consumer-facing materials and modify documents to ensure Section 508 compliance.

This contractor will be required to work from 15 to 20 hours a month for a term of 18 months.

Scope of Work:

- Create flyers, social media graphics, direct mail, utility bill inserts or other items to support promotion of our collection sites and collection events
- Revise existing collection site and event signage
- Create infographics for monthly and quarterly newsletters, as well as visuals for MRC's websites.
- Support development of major documents MRC submits to state regulators including annual reports, program plans and budgets. These documents must meet Section 508 web accessibility standards.
- Update existing marketing collateral – information sheets, case studies, guidelines, video.
- Assist with the design and editing of PowerPoint presentations
- Design tradeshow materials and booth display items – handouts, banners, backdrops tabletop flyers, etc.
- Conduct an annual review of MRC's brand book and publicity toolkits
- Organize MRC's photo and video library

Required Skills and Qualifications:

- Must be based in the United States and provide a completed W-9 form
- Must be available during office hours for occasional meetings.
- Must be able to work as an independent contractor (1099)
- Must carry up to $1 million in both Professional Liability (Errors & Omissions) and General Liability insurance
- Knowledge of and experience with Section 508 and WCAG 2.0 Level AA standards
- Must provide own software and be proficient in Canva and Adobe Creative Suite
- Must have and be proficient in Microsoft 365, SharePoint, and OneDrive
- Ability to manage projects independently and meet deadlines
- Strong preference for candidates based in California or Oregon

To Apply: Email resume and your client proposal to Amanda Wall awall@mrc-us.org.