



Navy Region Europe, Africa, Central
NAF Human Resources
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VACANCY ANNOUNCEMENT NON-APPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT NO. EUR 20-122R

POSITION TITLE Visual Information Specialist
NF 1084 03

SALARY \$15.85-\$17.75 per hour

EMPLOYMENT CATEGORY Flexible (0-40hours)

LOCATION Commander, Navy Region Europe; Fleet and Family
Readiness Program (FFR); Naples, Italy

AREA OF CONSIDERATION Local U.S. Citizens that are 1) Current permanent NAF/APF employees; or 2) Spouses of active duty military members; or 3) Family members of active duty military member; or 4) Family members of DoD civilians.

OPENING DATE 16 SEPTEMBER 2020
CLOSING DATE 26 SEPTEMBER 2020

“The NATO Status of Forces Agreement (SOFA) between Italy and the United States prohibits the hiring of any person who holds Italian citizenship and is considered a Dual National by the Italian Government into any U.S. position. Those U.S. citizens who are considered “ordinarily resident” in Italy are also ineligible for employment by U.S. commands and activities in Italy.”

INTRODUCTION

This position is located in the Fleet & Family Readiness (FFR) Program, within the Commander, Navy Region Europe, Africa, Central. The purpose of this position is to design and produce various forms of marketing material to promote FFR facilities, programs and events.

MAJOR DUTIES AND RESPONSIBILITIES

1. Fulfills all responsibilities of a graphic artist, including, but not limited to the following:
 - Designs and produces finished graphic material and projects used to promote all aspects of FFR operations, activities, events and facilities from verbal and written communications. Majority of work is computer-generated. Examples of projects include newsletters, magazines, brochures, posters, fliers, menus, logos, letterhead, tickets, table tents, forms, business cards, Web banners, marquee notices and social media visuals.
 - Photography and videography at activities and events, photo editing and video editing/production

2. Communication with FFR customers and marketing staff to ensure organization goals are accomplished. A basic understanding of the FFR mission and the purpose of various FFR activities are necessary, which may require occasional visits to customer locations and attendance at events.
3. Communicates regularly with FFR marketing staff and supervisors to discuss project scope and direction.
4. Exercises professionalism, diplomacy and courtesy when communicating with customers.
5. Maintains computer files in accordance with department standards for all completed work, including photographs, to assist with development of designs for recurring activities and to display various options the customer can use to describe his/her preferences.
6. Prints in-house projects including multi-page magazine, brochures and fliers on digital press; posters on plotter/large-format printer; and laminates printed projects.
7. Works with outside vendors on large projects, and other work not completed in house. Technical requirements, deadlines and materials must be communicated and sometimes negotiated.
8. Assists with marketing plans for special events, scheduled activities and campaigns to increase patronage and/or revenue.
9. Performs tasks for special events as needed, which may include designing and painting signs, framing and coordinating visual material, backdrop creation, collateral support and a wide assortment of other tasks.
10. Travels to facilities and events in support of Marketing department efforts and client programs.
11. Maintains production and office equipment and supplies as directed.
12. Suggests repairs as well as supply purchases as needed and warranted.

QUALIFICATIONS REQUIREMENTS

A bachelor's degree from an accredited university in graphic design, fine arts, commercial arts or a related field is highly desirable.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION

Two years recent experience that demonstrates the following knowledge, skills and abilities:

Ability to use graphics applications on Apple and PC computer platforms

Knowledge of complex design software, including but not limited to, Adobe Creative Suite or Creative Cloud programs such as Photoshop, Illustrator, InDesign, Acrobat, et al.

Knowledge of and ability to use proper grammar, spelling and standard graphics style

Knowledge of and ability to use digital printing equipment including digital press and plotter/large-format printer

Ability to conceptualize and recommend advertising and promotional methods from written and verbal instructions

Ability to work in high-volume graphics operations to establish priorities and meet deadlines

Ability to effectively work as a team member with flexibility to work in different positions within the department

Ability to communicate effectively with internal and external customers

Ability to follow written and verbal instructions

HOW YOU WILL BE EVALUATED: Using the qualifications of the position, a predetermined rating and ranking criterion of knowledge, skills, and abilities will be used for each application.

BENEFITS: A comprehensive benefits package is available.

OTHER INFORMATION: Some positions have special requirements. Selection may be tentative pending the completion of these requirements. Applicants may be required to submit proof of education, participate in medical screening, drug testing, etc. All selections are contingent upon satisfactory employment reference checks. Employment is subject to successful National Agency Background Check; must be eligible for a secret clearance. As a condition of employment, the selectee will be required to participate in the Direct Deposit/Electronic Fund Transfer within the first 30 days of employment. Occupants of this position must maintain the privacy of official work information and data and demonstrate the highest level of ethical conduct. Additional selections may be made from this announcement.

HOW TO APPLY: Interested applicants may apply online at www.USAJOBS.gov. Emailed resume packages will NOT be accepted for this position. For the full announcement and to apply, visit <https://www.usajobs.gov/GetJob/ViewDetails/578937300?t=1600241942105>

Only resumes submitted according to the instructions on the job announcement listed at www.usajobs.gov will be considered.

The Department of Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, genetic information or any other non-merit factor. The DON provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should call 011-39-081-568-5612 or e-mail their request to NAFPersonnel@eu.navy.mil to ensure proper consideration. The decision to grant an accommodation will be made on a case-by-case basis.