

Position Description

Title: Digital Product Designer
Department: Products
Reports to: Product Designer
FLSA Status: Exempt
Preferred Location: New York, San Francisco, Chicago and DMV area

We are looking for an experienced Product Designer who is passionate about designing products that improve people's lives to join our team and support our transformation to a digital product driven organization.

About the Organization

At Upwardly Global we envision a world where everyone — including newcomers such as immigrants, refugees, and asylees — can fully contribute to society and thrive. Our vision is bold, and is supported by our fearless spirit and unwavering commitment to a diverse and inclusive culture that ensures newcomers aren't excluded from opportunity and can thrive in the US job market. Year after year, we help thousands of foreign-born skilled job seekers transition from poverty and exclusion to quality, thriving-wage careers by delivering inclusive job-readiness training, organizational capacity building, and inclusive employment service delivery and hiring expertise to our partners in key markets across the country.

Your Role

As a Digital Product Designer, you will play a key role in the UX design process, collaborating with cross-functional teams to craft user-centered design solutions. You will leverage data to inform the design process, resulting in products that are visually appealing but also highly functional and aligned with user needs.

Here's What You'll Do:

- Work collaboratively in executing design projects, including creating mockups, wireframes, and visual assets.
- Work closely with researchers, product managers, engineers, and other stakeholders to align design solutions with business goals and technical requirements.
- Help with the gathering of design requirements from cross functional stakeholders and understanding user needs to inform the design process.
- Create wireframes, low-fidelity prototypes, and user flows to visualize design concepts and interactions.
- Support the creation and maintenance of design documentation, style guides, and asset libraries to ensure consistency across projects and facilitate knowledge sharing.
- Participate in design iterations and contribute to refining and improving UX design solutions based on feedback from team members and stakeholders.



- Aid in planning and conducting usability tests, analyzing test results, and identifying areas for improvement in the user experience.
- Additional duties as required.

Here's What We Are Looking For

- Competencies typically acquired through a degree in Interaction Design, Human-Computer Interaction, Psychology, Graphic Design, or a related field
- 3-5 years of experience in UX design
- A well-designed portfolio demonstrating relevant design projects and skills - including wireframing, prototyping, and high-fidelity design - even if they are personal or academic projects.
- Familiarity with front-end development technologies and their impact on design implementation.
- A passion for creating meaningful and intuitive user experiences, understanding the importance of empathy, and putting users at the center of the design process.
- Knowledge of usability testing methodologies and user research techniques
- Ability to work collaboratively in a team environment, meet deadlines, and demonstrate professionalism and a positive attitude.
- Proficiency in design and prototyping tools such as Sketch, Figma, Adobe XD, InVision, or similar software.
- Desire to actively seek feedback from more experienced UX designers and engage in learning opportunities to enhance your UX design skills and knowledge.
- Excitement about our mission to create an inclusive and welcoming country without barriers for newcomers to thrive in the labor market
- Demonstrated commitment to valuing diversity and belonging and contributing to an inclusive working and learning environment

Work Environment/Physical Requirements

- Requires the ability to travel regionally and nationally; 2-4 times per year.
- Must be available to work evening events and to occasionally work weekend sessions.

Salary Range Disclaimer

The base salary range represents the low and high end of the Indeed salary range for this position. Actual salaries will vary depending on factors including but not limited to location, experience, and performance. The range listed is just one component of Upwardly Global's total compensation package for employees. Benefits include paid time off policy, hybrid or remote work schedule, medical/dental/vision insurance, short term disability insurance, life insurance and retirement plan with employer match.

Salary Range Transparency: \$80K - \$90K USD per year

Upwardly Global is deeply committed to building a workplace where inclusion is not only valued, but prioritized. We're proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment.

Interested candidates should send a resume and cover letter to HR@upwardlyglobal.org with Product Designer in the subject line.