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## Graphic Designer

### **Summary/Objective:**

We are looking for a graphic designer to create aesthetically-pleasing products that capture our clients' brands and engage their audiences. If you have the ability to convey messages and information through illustrations, graphics and patterns, we'd like to meet you! The graphic designer position is responsible for creating and designing deliverables to meet specific commercial or promotional needs, this may include website graphics, packaging, displays, social media campaigns or logos. Must be able to produce print or digital ready files for clients.

### **Essential Functions:**

- Develop graphics and layouts for client's need to include logos, infographics, websites, and print collateral
- Proficiency and experience in Adobe Creative Suite to create and deliver appropriate final files to meet clients needs
- Use design principles to make informed decisions for layout, image, pattern, font and color schemes for client projects
- Confer and assist project manager and/or team lead to determine layout design
- Catalogs and files all materials in a logical and easily accessible manner; ensures they are continuously up to date
- Completes all tasks within expected deadlines
- Performs other related duties and assignments as required

### **Professional Skills:**

- Time Management - able to work within strict deadlines
- Customer Satisfaction / Client Focus
- Flexibility and willingness to meet clients' schedules
- Organizational Skills
- Teamwork Orientation
- Thoroughness - strong attention to detail
- Resource Management - ability to source and work with outside vendors

### **Required Technical Skills:**

- Adobe Creative Suite Proficiency - most specifically in Illustrator, InDesign and Photoshop. Experience in Premiere is a plus.
- Microsoft Office and Google Suite Apps



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- Experience with a range of social media platforms for marketing is a plus: Facebook, Instagram, Twitter, etc.
- Website design software, like WordPress, is a plus.

**Education and Experience:**

- Bachelor's degree or higher degree in graphic design or related field
- Demonstrable graphic design skills with a strong portfolio
- Three years experience with web design, print design and the Adobe Creative Suite
- Experience putting together large print or digital design projects for clients
- Experience sourcing and sending print files to outside vendors for clients
- Experience working on an entire brand for a client to include logos, style guide and personas of target market
- Experience organizing and maintaining files

**Additional Requirements:**

- Provide digital portfolio
- Provide a case study and the press-ready files for a project you are comfortable discussing in an interview

**Additional Information**

**Supervisory Responsibility:** This position has no supervisory responsibilities.

**Work Environment:** This job operates in a virtual, office setting. This position is primarily sedentary in a climate controlled office with little exposure to environmental hazards.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is largely a sedentary role. The employee is frequently required to sit for long periods of time.

**Position Type and Expected Hours of Work:** This is an hourly, contract position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

**Other Duties:** Please note this job listing is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.