

Graphic Designer & Marketing Coordinator – Job Description

Knowledge & Experience

Candidate must have the following:

- **(Bachelors Degree Preferred) Associates Degree in one of the following areas:**
 - Advertising
 - Graphic Design
 - Web Design
 - Marketing

- **At least 1 year of Experience in the following areas:**
 - Advertising Design
 - Printing
 - Web programming
 1. PHP
 2. HTML
 3. CSS
 4. Any other programming languages are a plus
 - Marketing
 1. Small Business
 2. Construction
 - Photography
 - Social Media
 1. Facebook
 2. YouTube and other platforms a plus

Software/Hardware Skill Set

Candidate must use the following:

- **Adobe CC**
 - InDesign
 - Illustrator

- Photoshop
- Acrobat
- Dreamweaver
- Premier Pro (experience would be a plus)
- **Microsoft Office**
 - Contact
 - Word
 - Excel
 - PowerPoint
- PC
 - Mac (experience would be a plus)
- Laminator
- Laser Printer/Scanner/Copier
- DSLR Camera

Job Responsibilities

Candidate must complete the following:

- Miscellaneous Company Tasks
 - Business Cards
 - Update & Print MQB forms:
 - Email signatures
 - Phone List
 - Maintain On-hold Phone Message
 - Instore Beautification
 - Update Vendor Catalogs as needed
- Flyers/Handouts/Instore Signs
- Ads & Billboard
- Website Maintenance
- Social Media
- Email Campaign

- Trade Shows & Instore
- Co-Op Giveaway/Promotional Items
- Non-Co-Op Items/Giveaways
- Fundraising / Sponsorship /Charity Contributions