



## Graphic Designer Job Description

Meet Digital Marketing Maven & Associates! We are a full-service agency designed to provide marketing solutions to our small business clients. Our formula is simple: marketing challenges + DMM solutions = small business success!

From idea creative to full implementation, our in-house agency handles everything while delivering massive and sustainable growth to our clients. We are committed to improving the way businesses and consumers communicate digitally.. We pride ourselves on exceptional customer service, excellent client relationships, and quick turnaround times.

If you are looking for a collaborative environment that will challenge your creative skills and expand your business profile, then join our diverse team. We are currently looking for talented and dynamic self-starters with solid experience.

### **Position Title: Graphic Designer**

Location: Remote

Position Type: Contract/ Project Based

Salary: Based on Experience

### **RESPONSIBILITIES**

- Proficient understanding of required desktop publishing tools including Canva, Adobe Illustrator, and Photoshop
  - A strong, dynamic portfolio showcasing 3-5 samples is required
- Understanding of marketing, production, website design, corporate identity, and multimedia design
- Conceptualize, design, and implement creative graphics and content for both print and digital
- Create layouts, edit videos, and design graphics for various websites and all social media
- Update existing presentations and collateral; design new ones, create branded collateral for client presentations and trade shows
- Assist marketing team with an array of digital assets inside selected web marketing tools

### **Qualifications & Characteristics:**

- Working knowledge in Adobe Creative Suite, including Photoshop, Illustrator and InDesign
- High school degree or equivalent
- Self-Starter
- Critical Thinking Skills
- Excellent verbal and written communication skills
- Creative who can collaborate as a team member or work independently

- Able to efficiently handle the demands of multiple projects
- Flexible to projects that may shift direction midstream
- Able to adhere to tight project deadlines
- Detail-oriented with attention to brand voice
- Energetic and organized with a growth mindset