

JOB TITLE: GRAPHIC/DIGITAL DESIGNER
REPORTS TO: PRINCIPAL, CREATIVE SERVICES
STATUS: NON-EXEMPT
SALARY RANGE: \$24-30/HOUR BASED ON EXPERIENCE

SUMMARY OBJECTIVE

The graphic/digital designer supports the creative and content team in bringing compelling, interesting ideas to life through solid design. This includes helping to produce content for clients' owned media channels (e.g., graphics, simple infographics), manage materials production for campaigns (e.g., digital and print), and support agency marketing.

KEY RESPONSIBILITIES

Design and Creative Production (60%)

- Create designs for owned, paid and social media channels – such as presentations, posters, brochures, ads, reports, proposals – in both print and digital formats
- Present work to internal and client teams
- Perform design revisions based on internal and client review/feedback
- Version and prepare final files based on supplied specifications for digital and print materials
- Collaborate with video production partners on design and production of video assets
- Troubleshoot problems as they arise with creative and content team
- Innovate creative through new tools, formats, and processes
- Assist with internal marketing projects

Concepting Support (30%)

- Support the creative and content team in brainstorming and executing creative concepts through design and development of collateral

File Management (10%)

- Manage cataloging and archiving of creative materials in accordance with agency operation procedures

CORE REQUIREMENTS

- Bachelor's degree in design or related field preferred or 3+ years of demonstrated graphic design experience
- Experience with digital content such as websites, social media, online advertising and email campaigns is required
- Comfortable ideating and executing in all mediums and platforms
- Hands-on production experience with print and video experience ideal
- Self-motivated, detail-oriented individual with ability and experience to manage multiple projects simultaneously
- Excellent interpersonal, communications, writing and organizational skills
- Ability to interact positively with employees at all levels of the organization
- Proficiency in MAC platform software/ ADOBE Creative Suite
- Be naturally curious and keep an eye on design and ad trends
- Ability to explore new interpretations of the brand and develop out-of-the-box approaches
- Basic knowledge of HTML 5, Adobe After Effects and web-development software is ideal but not required
- Spanish fluency preferred but not required

Benefits

- Flexible location (U.S.-based) and ability to arrange some flexibility of hours
- Medical, dental, vision and life insurance
- Paid holidays, vacation and sick days
- 401k program, once eligible
- Professional development and training opportunities, including those for growth into broader areas of communications and marketing work

SE2 is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We are looking for applicants from diverse backgrounds and experiences.