

# SFI JOB DESCRIPTION



DOCUMENT#: F-1086-1

REVISION #: 1

<b>JOB TITLE: Marketing Graphics Assistant</b>			
DEPARTMENT:	<b>Marketing</b>	REPORTS TO:	<b>Marketing Content &amp; Campaign Manager</b>
POSITION TYPE:	<b>FULL TIME/ NON-EXEMPT</b>	CONTENT REVISION #:	<b>1</b>
REVIEWED BY:		APPROVED BY:	
REVIEWED DATE:		APPROVED DATE:	

## SUMMARY:

The Marketing Graphics Assistant will assist in the design and layout of printed and digital marketing materials.

## JOB FUNCTIONS

### Essential job functions:

- Assist in designing modern, appealing, and engaging graphics for website, email, and social media
- Assist in designing developing compelling graphics for printed marketing materials and collateral
- Package externally printed materials
- Assist in resizing graphic assets for multiple platforms

### Secondary job duties:

All other duties as assigned.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### Education:

- High School Diploma or GED required
- Some College preferred

### Experience:

- A minimum of one (1) year of graphic design highly desired

### Skills & abilities:

- Strong ability to work in a fast-paced environment and effectively prioritise while maintaining close attention to detail
- Organization skills with the ability to manage numerous projects, overlapping deliverables, and competing deadlines
- The ability to take direction and effectively communicate with others
- Capacity for both collaborative team work and individual contribution

# SFI JOB DESCRIPTION



DOCUMENT#: F-1086-1

REVISION #: 1

- Creative problem-solver driven by a positive mental attitude

## Computer skills:

- Expertise in Adobe Creative Suite, InDesign, Illustrator, Photoshop, and Microsoft Office Suite.
- Core Web languages familiarity including: HTML and CSS

## OTHER INFORMATION

---

### Supervisory Responsibilities:

- None

### Work Environment:

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### 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.
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms and requires the ability to occasionally lift office products and supplies up to 20 pounds.

### Travel:

- None

### Career Path (Optional):