

Neighborhood Co-op Grocery Graphics Support Job Description

Purpose: To provide graphics support to the Brand Manager.

Status: Reports to Brand Manager
20 hours/week
Pay Level: III

Responsibilities:

I. GRAPHICS SUPPORT

- A. Prepare and produce graphic artwork for informational, educational, or promotional purposes for such media as print, social media, displays, exhibits, and website.
- B. Ensure all signage, fliers and design work supports branding initiatives of the co-op.
- C. Work with Brand Manager to continually refine branding materials in order to support the organization fully.
- D. Create store fliers, specialty signage for departments, newsletters and other marketing related materials according to established guidelines and promotional theme, as requested by Brand Manager.
- E. Assist with developing content or creative elements for Morsel, Neighborhood Co-op Grocery's magazine.
- F. Create other materials as requested, such as data merge signs, nametags, training passports, and forms.
- G. Assist in conducting departmental sign audits, as requested by the Brand Manager.

II. OTHER DUTIES

- A. Attend marketing meetings to plan newsletter, e-mail blast and website content.
- B. Perform other tasks assigned by Brand Manager.

QUALIFICATIONS

- Excellent communications skills--clear direction, good listener.
- Organized, pays attention to detail.
- Ability to handle multiple demands.
- Ability to work with minimal supervision
- Excellent time management skills
- Strong design skills and proficient with Adobe software such as Indesign and Illustrator
- Proficient with Microsoft applications; Word, Excel, and PowerPoint
- Willingness and ability to learn and grow to meet the changing requirements of the job
- Provide excellent internal and external customer service
- Willingness to work as a team member