



Artsy-Handyman & Jack-or-Jill of All Trades

Full-time or Part-time, \$12/hr to \$22/hr (depending on skill set) with an initial assessment period of 3 months at \$10/hr, may be extended if part-time. Benefits may be included.

Part-time: 8:30am to 2pm (Mon-Thurs) | Full-time: 8:30am to 4pm (Mon-Fri)

Description:

Essentially, the company is seeking a “Jack or Jill of all trades” in a high-intensity work environment. The candidate will need to meet deadlines and effectively prioritize tasks and assignments, primarily in the area of marketing, graphic design, videography, as well as arts-n-craft type projects such as tradeshow booth design.

Who are we looking for?

- A multi-faceted person capable of performing a variety of tasks related to digital marketing and graphic design
- Has sufficient knowledge of how to successfully develop marketing campaigns (i.e. emails, flyers, website, etc.)
- Knows how to effectively use graphic design software (i.e. Adobe's Creative Suite- Illustrator, Photoshop, InDesign, etc.)
- Team-oriented individual
- Positively responds to constructive criticism
- Need someone handy and able to wear a variety of hats within the company to accomplish tasks
- Entrepreneurial spirit, takes initiatives, creative, and thinks ‘outside the box’

Responsibilities:

- Regular communication with leadership
- Create visual communications to convey messages in an effective and aesthetically pleasing manner.
- Developing/designing marketing collateral such as flyer/brochure materials, web pages, graphics for marketing purposes as well as development of Digital Marketing Campaigns
- Screen and direct calls, email, and visitors
- Administrative/clerical duties including, but not limited to, responding to emails, filing paperwork
- Office area organization/cleaning and resolving minor maintenance tasks
- Additional responsibilities as required – ability to be a team player and assist where needed
- Investigate and follow-up with identified issues

Qualifications/Skills:

- Strong graphic design abilities
- Analytical skills
- Creativity
- Flexibility
- Must display a keen attention to detail
- Deadline-oriented
- Desktop publishing tools and graphic design software proficiency
- Time-management skills
- Communication skills
- Handles rejection/constructive criticism
- Reliable, responsible, and punctual
- Mechanically Inclined (i.e., handyman) and Science background (preferred, but not necessary)
- Strong oral and written communication skills

Education and Experience:

- Bachelor’s degree (preferred, but not necessary) in marketing, graphic design, industrial design, or interior design, or equivalent experience in similar field