

Junior Designer

Brief Description: This is a paid part-time position reporting to the Lead Designer. The purpose of this position is to create graphic design materials for clients and the company.

Hours: This is a part-time position not to exceed 15 hours per week (60 hours per month).

Location: This is a virtual position, working from the employee's California-based home, providing flexible hours.

Pay: **\$20.00 per hour**

Stipend: Percentage of phone and internet charges are paid based on a daily cost formula.

Reports to: Lead Designer

About the Company: Coverly Professional Services (CoverlyPro) is a full-service marketing and public relations project management firm based in Ventura, California living its tagline every day – *Creative Ideas. Implemented Daily.* We are a creative team that believes strongly in implementation.

Leveraging our three-tiered approach, turnkey services include brand and marketing strategic development, social media strategic management, media/public relations, development of client-facing communications, graphic design/layout, website content management and media placement. Our ideal clients are collaborative partners who see us as their External Marketing Directors.

Now in its 11th year, CoverlyPro is growing. Our team is currently five members strong, who all work virtually in a fast-paced environment. We are organized, motivated, self-starters who enjoy what we do and our founder is dedicated to building a positive work environment that cultivates professional growth and a positive team atmosphere.

Specific duties of the Junior Designer:

- Works closely with Lead Design to create marketing materials from concept to completion. Typical design projects include, advertisements (digital and print), flyers, brochures, annual reports, slide decks, event branding and more.
- Provides creative input with original ideas that are on-brand for clients.
- Gathers content and information as needed to carry out design work.
- Obtains necessary client approvals before taking materials to print, digital, or advertising placement.
- Collaborates and coordinates with social media team – providing graphics when needed, although social media team generally creates their own graphics for the social channels.

Qualifications:

- Strong graphic design and layout skills with an eye for creativity and detail. Proficient in Illustrator, InDesign, and Photoshop

- Understanding the balance between creativity and costs of delivered materials
- Understanding of print production (bleeds, color reproduction for print versus digital)
- Deadline driven a must; project management skills a plus
- Self-motivated; able to work alone but also collaboratively with team and clients
- Must be able to switch gears quickly between multiple client projects
- Ability to take constructive feedback and be flexible to change design direction as needed
- Professional demeanor and stellar customer service skills
- Must be able to work virtually and have computer with graphic design software (i.e. Photoshop, In Design, etc.), phone and internet service

This job description is not intended to be all-inclusive. All staff must perform other duties as assigned by immediate supervisor and/or management as required. Coverly Professional Services, Inc. reserves the right to modify job duties and responsibilities. This job description does not constitute a written or implied contract of employment.

To apply – Send resume and 2-4 work samples to info@coverlypro.com.