

# positive (+) solutions

## Graphic Designer (Remote)

Positive Solutions is a woman-owned, full-service, award-winning marketing and public relations agency based in Robbinsville, New Jersey. With more than fifteen years in business, we pride ourselves on our ability to identify and implement creative, client-centered solutions that deliver measurable results. Our wide range of clients includes Fortune 500 companies, higher education, small businesses, non-profit organizations, government agencies, and more.

Our 100% remote team is made up of experienced professionals with multi-disciplinary marketing backgrounds, and we use technology to come together regularly for meetings and collaboration sessions. We believe in the power of maintaining a flexible work schedule while also producing exceptional output for our clients. We have a passion for doing great work for our awesome clients, but we also enjoy a supportive working environment that is built on fostering creativity, teamwork, and mutual respect.

If you're looking to join a dynamic, friendly, fun, and fully remote team, we invite you to apply!

### About the Graphic Designer Role

Our growing boutique agency is looking to add a talented Graphic Designer (Remote) to the team. This is a mid-level role that serves as an integral team member across multiple client accounts. As a member of the team you will be working directly with clients to assist with strategy development and coordination, project management, and providing customer service and ensuring client satisfaction. This position will be paid at a competitive hourly rate (*commensurate with skills and experience*).

### Here's What You'll Be Doing:

- Manage multiple client accounts and act as point of contact
- Responsible for accurately producing the design, layout and revisions to creative assets, as they are part of each campaign
- Creating original visual and marketing concepts
- Developing advertisements, collateral, signage, displays
- Creating rotating graphical content for online and offline uses
- Assisting with creating presentations for new business development.
- Coordinate with clients to strategize, create and manage projects/campaigns, and execute tasks
- Contribute to a positive, can-do attitude, internally and externally

### We're Looking for YOU If:

- You're looking to become a valued part of a supportive and fun-loving team of creative professionals
- You are a motivated self-starter who can work with a high degree of independence as well as collaboratively
- Complete knowledge and mastery of Adobe Creative including InDesign, Illustrator, Photoshop and Microsoft PowerPoint
- You're seeking a dynamic work-from-home role that offers a flexible schedule
- You have the ability to work remotely with reliable high-speed internet access and can occasionally travel to and attend onsite client meetings as needed
- You embrace a growth mindset and consistently seek to enhance your skills by maintaining industry relationships, participating in webinars and industry events, and stay up to date on trends

- You are committed to delivering high-quality client service and to building long-lasting relationships with clients and staff
- You are organized, trustworthy, and reliable, with strong time management skills and a keen eye for details
- You regularly proofread, research, and fact-check work as necessary to ensure accuracy
- You are flexible and willing to take on new tasks and special projects
- You have excellent communication and interpersonal skills (in-person, verbal, and written)
- You have an understanding of deadlines and urgency that comes with client service
- You enjoy coming up with new ways to look at problems and processes in your work
- You can initiate and present new marketing programs and creative ideas
- You are proficient in the Microsoft Office 365 suite (Outlook, PowerPoint, Word & Excel) and Adobe Creative (InDesign, Illustrator, and Photoshop)

**Bonus Points If You Have the Following Preferred, But Not Required, Skills:**

- You have experience working in web design (WordPress, Squarespace) and branding projects, social/digital campaigns, and integrated marketing campaigns
- You have knowledge of email distribution software (MailChimp, Constant Contact)
- You can write copy and assist in creating messaging for client projects
- You can speak, write, and/or translate Spanish

**Education/Experience**

Four-year degree in a related major (Marketing, Communication, Digital Media, etc.) required. Positive Solutions uses E-Verify to validate all new hires' ability to legally work in the United States. Positive Solutions is an Equal Opportunity Employer and does not discriminate in hiring or employment practices on the basis of race, color, religion, gender, age, sexual orientation, marital or familial status, national origin, non-job-related disabilities, or status as a veteran.

*Research shows that many candidates only apply to a role if they feel that they meet 100% of the listed qualifications. If most of this role description applies to you, and you believe you would make a great addition to our team, we encourage you to submit an application.*

**Ready to Apply? We Can't Wait to Meet You!**

Please submit your resume and cover letter to Andrea Kelliher, President & CEO at [andrea@positivesolutionsteam.com](mailto:andrea@positivesolutionsteam.com)