

JOB DESCRIPTION

Full Time Position: Graphic Designer

Reports to: Athlos Academies COO / Athlos Education CPO

Salary/Hourly: Salary

Compensation: DOE

Benefits: Yes

Position Overview:

The graphic designer will provide graphic design and website support and services for two education entities: Athlos Academies, a national charter school management organization, and Athlos Education, an education technology service provider for K-12 schools. This position will work with both companies to supply marketing materials and manage websites. As part of both entities, they will contribute to each entity's goals, support school needs, and further business objectives.

Duties and Responsibilities:

- Create, update, and customize new and existing files in a variety of formats, including:
 - Flyers, posters, brochures, and stationary
 - Long documents in InDesign such as guides, reports, and manuals
 - Social media graphics, web graphics, email campaigns, and newsletters
 - Presentations and proposals
- Work within a variety of media from traditional print to interactive digital formats
- Provide staff with design and layout support
- Carry out website updates and improvements; manage website redesigns
- Manage subscription products delivered through WooCommerce
- Obtain quotes and process orders for marketing materials
- Manage organization of electronic files and distribution of printed collateral
- Ensure quality control of both design and content
- Handle multiple projects, work on tight deadlines, and take projects from concept to final stage while prioritizing, organizing and handling multiple tasks simultaneously
- Other duties as required

Qualifications/Experience:

- At least 3 years experience in the graphic field
- Familiarity with or experience in the education field

Educational Background:

- Associate's or bachelor's degree in graphic design, marketing, or a related field
- Proficiency in Adobe InDesign, Illustrator, Photoshop, and Acrobat Pro through Adobe Creative Cloud



- Proficiency in WordPress
- Familiarity with WooCommerce preferred
- Familiarity with Canvas / Instructure is a plus!

Skills/Intangibles:

- Strong written communication and editing skills
- Attention to detail
- Strong work ethic
- Video editing skills preferable, but not required