

# Job Description: Graphic Designer

**Summary:** The Graphic Designer is responsible for creating and maintaining graphic design elements for the Enactus Fleming College team, including supporting the graphic design for individual project teams and competition initiatives.

## Major Duties and Responsibilities

1. Working with Marketing and Communications Lead
  - a. Create content suitable for print and digital standards
  - b. Maintain and manage design portfolio including file storage for all working design files
2. Working with Project Managers
  - a. Support project teams in the graphic design work required for branding and competition purposes
3. General responsibilities
  - a. Enactus Competitions: Work on assigned tasks by the Executive team and Competition Lead to prepare and attend Regionals, Nationals, and World Cup competitions
  - b. Support and attend general events of Enactus Fleming College

## Minimum Qualifications and Skills

- Minimum commitment of 20 hours per month
- Basic knowledge of Enactus Fleming projects and the Enactus platform
- A portfolio that includes samples of your design work
- Experience in video editing is an asset
- Strong organization skills
- Strong pro-active and teamwork skills
- Strong time management skills and the ability to meet deadlines
- Ability to multitask and work under pressure

**Direct Link:** The Executive Team, Faculty Advisor