Job Description (contract)

Junior Graphic Designer

Independent Contractor to be responsible for creating engaging, on-brand graphics for projects ranging from social media ads to website page layouts and more.

Primary Responsibilities

- Translating project needs and branding specifications into design elements.
- Collaborating with project team to create various media elements.
- Ensure delivered elements match project outlet formatting needs.
- Conceptualize visuals based on project requirements.
- Adjust designs as necessary and proofread for grammar and spelling.
- Provide updates and different versions as necessary.
- Maintain consistent 'in-house' styles and layouts.

Required Skills

- Strong graphic design and layout skills.
- Deadline oriented.
- Ability to work remotely.
- Communication skills and flexibility on edit requests.
- Familiarity with project management tools: Dropbox, slack, zoom, etc..
- Process and detailed oriented.

Preferred (Not Required)

- Familiarity with branded document and pamphlet design.
- Familiarity with social media ad management.
- Familiarity with video gfx package design.
- Familiarity with email marketing layout.

About 2:17 Studios LLC

2:17 Studios LLC specializes in cloud-based operations & business management software. The core of what we do is build user experiences that allow teams to get their jobs done better without getting in their way. Clients range from existing businesses interested in digitizing operations with cloud based back office systems to new ventures looking to leverage technology to reduce operating costs and increase productivity.