



Visual Communications Designer

The Visual Communication Specialist is responsible for creating high-quality print and digital graphics to support Sari Bari's business development, marketing, outreach, public relations, project-specific and communication activities. The ideal candidate is highly-motivated, self-directed, enthusiastic, and possesses a positive, can-do attitude. You must enjoy working in a collaborative and deadline-oriented environment; bring the skills necessary to collaborate and work alongside various individuals; and be open to design input and feedback. This position also requires excellent decision-making, customer service and computer skills; and the ability to support a wide-range of projects and activities, while consistently producing high-quality product.

For supervisory purposes, the Graphic Designer/Visual Communications Specialist will report to the Creative Director of Sari Bari Private Limited.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the graphic quality of all printed, electronic and digital communications, including but not limited to: annual catalogue, quarterly 'Look Books', and promo and support materials (e.g. leave behinds and display boards, banners, and social media visuals and advertisements).
- Collaborate with marketing staff and key project personnel to develop technical graphics and collateral pieces, ensuring information is communicated clearly, accurately, in a visually appealing manner, and aligns with the organization's overall brand and messaging guidelines.
- Provide graphic and logistical support for various events, including outreach activities, contribution campaigns and a number of internal programs.
- Follow creative work from concept to pre-press and post-production, while maintaining original design intent, messaging and quality standards throughout the process.
- Support consistent application of branding standards across all levels of the organization. Provide training as required to support this effort.

- Work with and manage print production, including engaging with local print shops and conducting press checks.
- Scan and color-correct artwork and photographs.
- Organize and maintain all electronic image and graphic files for ease of use, transmittal and production.
- Provide additional marketing related duties and event support, as required and assigned.
- Annual projects include: Annual Report, Catalog, Look Books, etc.

SKILLS AND QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Exceptional print and digital graphic skills, including knowledge and experience with typography, color, conceptual thinking, print layout, digital production and post-production.
- Candidate will possess a talent for translating highly-technical information into clear and concise graphics, and for producing multi-page documents that are thoughtful, highly-organized, logical and easy to digest.
- Experience developing and managing graphics to support print and digital communication activities, including proposal, interview and business development activities; website redevelopment and maintenance; email newsletter and direct mail communication programs; and other social media applications, such as Twitter, Facebook, Pinterest, etc.
- Demonstrate ownership of all assignments, asking for clarification/direction as necessary.
- Ability to participate in collaborative project teams and coordinate deliverables/deadlines with clients and consultants throughout all phases of a project.
- Ability to perform a range of project and marketing duties using excellent graphic, written and verbal skills as necessary.
- Capable of adhering to deadlines while working on multiple, diverse projects.
- Ability to work in a challenging, fast-paced and energizing environment, while consistently producing collateral and support material of exceptional quality.
- Solid knowledge of print production process.
- Posses attention to detail and the ability to complete tasks with accuracy.
- A positive, can-do attitude is a must.

COMPUTER SKILLS

The position requires exceptional computer skills, including proficiency in all Adobe Creative Suite (CS6) Macromedia Flash, and MS Office programs. Additional computer program expertise is a plus.

OTHER SPECIAL SKILLS

The position requires excellent problem-solving skills, particularly with graphic, visual and analytical information. The Graphic Designer/Visual Communication Specialist must be a proactive self-starter, who is also self-motivated, creative, and resourceful. They are required to work without guidance; bring fresh and relevant ideas to the table; be committed to continuous process improvement; and produce high-quality work in a demanding and deadline-driven environment.

WORK ENVIRONMENT

The ideal candidate must excel in working within an office environment that requires an extreme amount of flexibility and be able to focus within a sometimes chaotic and noisy environment.

Terms of Engagement:

1. A minimum 1 year commitment
2. Sari Bari has 20 annual set holidays per year. Additionally, short-term staff will be given 3 weeks of annual leave for vacation and visa-related travel.
3. Sari Bari work hours are 10am – 7pm (with 1 hour for lunch), and 1st and 3rd Saturday's 10am – 5pm. Short term staff are expected to work a minimum of 30 hours per week. Hours will be set with Direct Report.
4. This is a volunteer position and is self funded.