



## **PR Graphic Design Job Description**

Graphic Design

### **Reports To**

The Graphic Designer reports to the Marketing Team Lead.

### **Job Overview**

The Graphic Designer will work with the Marketing Team Lead to create graphics both digital and print needs of Planting Roots. She will keep current with the newest social media and website platforms.

### **Responsibilities and Duties**

#### **A. General Responsibilities**

1. Attend regular Marketing Team meetings.
2. Support vision and mission of Planting Roots.
3. Assist with fundraising both for personal expenses related to Planting Roots and for the larger Organization.

#### **B. Job-Specific Responsibilities**

1. Create graphics for online and print, including but not limited to blog graphics, book covers, event flyers, event magazine pieces, etc.
2. Assist with posting graphics on Facebook, Instagram, Twitter, Pinterest and other Media.
3. Assist Marketing Team Lead.

### **Qualifications**

- Time Commitment: 10-80 hours per month, averaging approximately thirty hours, minimum three-year commitment.
- Financial Commitment: Attend Staff Retreat every other year as schedule allows.
- Faith: Must be a Christian military woman with a growing walk with the Lord.
- Experience: Have a minimum of two years experience in graphic design. Familiarity with online social media and website platforms a plus, including Canva. Works well with a team, especially in a remote capacity.