

Part-time Marketing and Graphic Design Coordinator

Do you enjoy working with creative individuals? Are you interested in flexible part-time work? Do you have a combination of graphic design, writing, and organizational skills? Then we would like to hear from you!

Dig Studio, a national landscape architecture, urban design and master planning firm seeks a part-time Marketing and Graphic Design coordinator. Job responsibilities will include a mix of developing proposals, graphics, and infographics for a range of deadline-driven projects to support marketing and business development functions. Strong organizational skills are desired to organize marketing collateral, and to set up systems for project and marketing tracking data. We desire strong written and verbal skills to generate content, review, revise and proof written narrative.

The ideal skill set includes at least 3 – 5 years of experience in a similar type of marketing work, an intermediate to advanced understanding of the Adobe Creative Suite (InDesign, Illustrator, and Photoshop), excellent organizational skills, ability to work independently on deadline-driven tasks, and an ability to work 20-24 hours over 4 days / week.

If you meet these skill sets, please send your resume, portfolio, and cover letter to design@digstudio.com with the Subject Line "Pt. Time Marketing-Graphic Design Coordinator".