



Job Title:	Multimedia Designer	Exemption Status:	Non-Exempt/Hourly
Department:	Sales and Marketing	Position Level:	Professional
Reports To:	Marketing Coordinator	Travel Required:	Minimal – up to 10%
Position Status:	Part-time		

Job Summary

Support the Marketing department by assisting in multimedia duties. Assist with website, social media, videography and graphic design that effectively represent the company's products and services to customers. Adhere to and promote company values by performing duties in a manner that is consistent with being a team player and supports the continued profitable growth of the company. This position is a part-time temporary position working 20 hours per week and will end in December 2019.

Key Departmental Responsibilities

- Complete daily administrative tasks to ensure the functionality and coordination of the department's activities.
- Receive work assignments based on current needs for communications and marketing.
- Work closely with the Marketing Assistant to ensure accurate, creative and on-strategy concepts that align to corporate brand. Projects include maintaining and updating websites, Facebook, LinkedIn, Twitter, videography, ads and e-mail blasts.
- Create visual effects that excite, explain, and entertain.
- Contribute new ideas and processes to drive change.
- Operate in conformance with the requirements of the DF quality management system.
- Assist other employees both in and out of the department.
- Perform other related duties and assignments as required.
- Provide feedback on system needs/changes.

Performance Factors

All Diesel Forward employees shall exhibit the following:

1. **Attendance and dependability:** The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.
2. **Communication/listening:** The employee communicates effectively and appropriately. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Listens to others and allows them to make their point.
3. **Relationships with others:** The employee works effectively and relates well with others including superiors, coworkers, and individuals inside and outside the company. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

4. **Safety and security:** The employee actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
5. **Quality and continuous improvement:** The employee promotes organizational effectiveness by anticipating and dealing with problems. Encourages others to suggest improvements to work processes, and persistently focuses on quality, as well as on results. Seeks ways to improve productivity and effectiveness by identifying sources of mistakes and determining or suggesting a course of action to prevent their recurrence.
6. **Teamwork:** The employee is a team player who contributes valuable ideas, opinions and feedback. Communicates openly and honestly and can be counted on to fulfill commitments made to others.

Skills & Qualifications

BS or post-secondary education in Drupal, Communication, Marketing or related field. Detail oriented. Strong interpersonal skills. Possess a high level of organization skills, ability to prioritize workloads and meet deadlines. Strong communication skills both written and verbal. Strong desire to grow our business. Proficient with software required to meet job expectations, specifically knowledge of MS Office (Word, Outlook, PowerPoint, Excel, and Visio), publishing/layout software including Adobe Creative Suite and Drupal. Apply strong analytical and communication skills. Must have a high level of enthusiasm, commitment, and passion for setting and meeting aggressive goals. Openness for new initiatives, fast learner, proactive

Revision History

Revision Level	Revision Date	Section #(s)	Description of Change
A	3/12/15	--	Authored for ISO 9001:2008 compliance.
B	4/19/17	--	Updated Format