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| **Title** | Digital Design Assistant |
| **Position reports to** | David MoloneyGlobal marketing manager |
| **Positions reporting to this one** |  N./A |
| **Employment Type** | Full time |

# Summary of Role

The Digital Design Assistant is responsible for:

* Developing templates, images and videos for SDI social media channels
* Coordinating social media posts on required SDI social media channels
* Tracking social media channels of competing and leading channels for market intelligence and inspiration
* Coordinating the internal SDI PARTI newsletter
	+ - * Conducting work in a safe manner and demonstrating a strong commitment to SDI’s values of passion, accountability, respect, teamwork and innovation

# Specific Responsibilities

* Develops social media template styles for use around the world
* Develops social media images for use around the world
* Edits supplied video for online usage to reflect SDI brand styles
* Works with the marketing brand managers to craft support text where necessary
* Works with SDI external agencies to execute SDIs global social media strategy and style guide
* Posts approved social media images / content as required
* Coordinates internal SDI PARTI newsletter

**Key Relationships (internal and external)**

* + - * Marketing: brand managers
			* Marketing: design team
			* Sales managers
			* Creative agencies

**Job Environment**

* Onsite at SDI Bayswater, working alongside marketing’s design team

**Essential Qualification/ Experience**

* Recent qualified Communications or Design graduate
* A portfolio of digital design work, with preference for social media projects

**Essential Skills, Knowledge and Attributes**

Personal Qualities

* + - * Eager to learn
			* Personal interest in graphic design

Knowledge and Skills

* + - * Demonstrated experience in Adobe creative suite, including Photoshop and illustrator
			* Practical experience in Video editing
			* Understanding of how social media brands work, particularly Facebook and Instagram

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| Employee Signature: |  | Date: |  |
| Manager Signature: |  | Date:  |  |