

## Enactus SFU 2017 - 2018



### Coast Cards – Graphic Coordinator

#### Position Overview:

As a **Graphic Coordinator** for Coast Cards, you will have the opportunity to create graphic materials for the project. You will be working alongside Enactus SFU's VP of Design and Coast Cards' Graphic Designer to understand Enactus SFU's branding practices. You will assist in capturing photos and videos which will be used as marketing materials for Coast Cards. Through working on various tasks, you will add to your design portfolio and showcase your work to Coast Cards' audience. This position will enable you to utilize creativity in producing design materials, all while working in an engaging team environment. You will be reporting to the Graphic Designer, Jason Chung.

Your term will run from **October 2017 to May 2018**.

#### Responsibilities:

- Conceptualize and design new graphic materials (such as weekly posts and pamphlets)
- Update project website to ensure that it is engaging and showcases Coast Cards' story
- Assist in capturing Coast Cards' production processes and interactions with the community through photography and videography
- Develop new design skills and seek constructive feedback from the Graphic Designer
- Collaborate with Coast Cards' Marketing Manager to execute social media marketing strategies
- Attend weekly meetings and contribute ideas

#### Qualifications:

- Passionate about helping those in need and making a difference in the community
- SIAT minor, major, or joint major is an asset
- Experience working with website development software such as Wix
- Proficient in using Adobe Illustrator and Photoshop
- Experience with InDesign and other Adobe software is an asset
- Works responsibly with excellent time management skills
- Experience with photography and videography is an asset
- Strong commitment to fostering a supportive team environment

If you have any questions about the position, feel free to contact the Project Manager, **Shilpa Lakshmy** at [coastcards@enactussfu.com](mailto:coastcards@enactussfu.com)

**\*\*please submit a portfolio of your work along with your application**