

Part-Time Graphic Design Assistant (Remote)

Hexagramm Books is a small but growing book distribution company based in Decatur, GA. We supply children's books in Spanish, English, and French to dual language immersion schools across the country. We've recently developed new products in response to teacher demand. Using our network of 400+ publishers and partnering with a dual language expert, we created two signature collections: our ready-to-go Classroom Libraries, and our curated Read Alouds. We promote them at teacher conferences throughout the country, and they are a huge hit!

We are looking to improve and expand our marketing materials with the help of a creative Part-Time Graphic Design Assistant. This position can be entirely remote. This position is open to all, including students still studying Graphic Design.

Job Type: Part-Time

Hours: Expectation of 15-20 hours per week, Monday through Friday. Our office hours are between 7am and 7pm. Your 15-20 hours can be completed at any time within those office hours.

Location: Remote or in Decatur, GA

Pay Scale: \$15-\$18 per hour

To Apply: Please send your resume and cover letter to Marie Bouteillon, Chief Innovation Officer, at marie@hexagrammbooks.com.

Primary Duties and Responsibilities:

- Become familiar with our products and services by participating in and contributing to our processes from product development and operations to marketing and sales
- Work closely with our Director of Marketing and Design on time-sensitive projects

Design of Print Materials

- Design layout and page templates for yearly company catalog (digital & print)
- Design brochures and fliers
- Design posters for promotional use

Image Creation

- Create website images and graphics
- Create branded social media images
- Create images to use in emails
- Create branded diagrams, charts

Organization of Digital Files

- Organize digital files and folders

Creative Collaboration

- Respond promptly to email, Slack, Trello communications
- Ask for clarification when needed
- Make suggestions to improve workflow, communications and marketing materials

Essential Qualifications:

- Knowledge of Adobe Suite (Photoshop, Illustrator, Indesign) and Google Suite
- Exceptional creativity
- Excellent organizational and multitasking skills
- Adaptability to changing deadlines and priorities
- Attention to detail
- Must be able to work independently as well as in a team environment
- A confident user and/or fast learner of technological productivity tools (Trello, Slack, Shopify)
- Open communication via email, Slack, Trello and in person

Preferred Experience and Skills:

- Familiarity working with small businesses
- New vision and ideas for branding and marketing
- Another creative voice to help problem solve
- A willingness to learn

Physical Demands:

This job requires:

	NEVER	OCCASIONAL	FREQUENT	CONTINUOUS
Sitting			√	
Standing		√		
Walking		√		
Driving		√		
Squatting / Bending		√		
Kneeling		√		
Reaching		√		
Twisting		√		
Stair Climbing		√		
Use of Computers			√	
Use of Office Equipment			√	

NOTE: In an eight-hour workday, “occasionally” equals 1-33%, “frequently” equals 34-66% and continuously equals 67-100%.

HEXAGRAMM BOOKS

This job additionally requires employees to lift, push, pull and/or move items, such as books, as follows:

	NEVER	OCCASIONAL	FREQUENT	CONTINUOUS
Up to 10 lbs.			√	
11-24 lbs.			√	
25-34 lbs.			√	
35-50 lbs.		√		
51-74 lbs.		√		

Travel Required: Occasional

DISCLAIMER

The above information is not to be interpreted as a comprehensive inventory of all duties and/or responsibilities required of employees assigned to this job. Hexagramm management may assign or revise duties and/or responsibilities based on the needs of the business. This is not a contract of employment. This position is at will.