

## Western Australian Council of Social Service Inc Position Description

<b>Position Title</b>	<b>Graphic Design Coordinator</b>
<b>Classification Level</b>	<b>WACOSS Staff Agreement Salary Scale – Level 2 (Salary \$61,216 to \$70,246 pa) plus 10% superannuation</b>  <b>Two year contract – subject to funding</b>
<b>Reporting line and roles under direct responsibility</b>	<b>Manager, Corporate Services</b>

### Primary Objectives

The role of the Graphic Design Coordinator within the Corporate Services team plays a pivotal role regarding the development the conception, design and delivery of marketing and graphic design materials.

### Key Duties and Responsibilities

<b>Graphic design</b>	<ul style="list-style-type: none"> <li>• Develop graphic design projects following Project officer and clients' instructions.</li> <li>• Produce flyers, folders, banners, leaflets, booklets, trifold for WACOSS and DropIN clients</li> <li>• Select and/or recommend functional and aesthetic materials and media for publication, delivery or display.</li> <li>• Research and analyse similar projects, benchmark and visual trends in order use as reference each project</li> <li>• Conduct Research and analyse similar projects, benchmark and visual trends in order use as reference for each project</li> </ul>
<b>Liaison, Communication &amp; Marketing</b>	<ul style="list-style-type: none"> <li>• Determine Research and analyse similar projects, benchmark and visual trends in order use as reference each project</li> <li>• Manage customer feedback and negotiate design solutions with clients and stakeholders and implement the solicited changes always focusing on customer satisfaction.</li> <li>• Supervise the printing and production processes and check the final product in the chosen media, when DropIN is responsible for the last stage of the project</li> <li>• Project presentation to customers when required by the Project Officer, detailing and documenting the selected design.</li> <li>• Assist internal staff with small design and visual requests, such as designing word and power point templates.</li> </ul>
<b>Web Design and Video Edition</b>	<ul style="list-style-type: none"> <li>• Film, edit videos and create animations, utilizing Adobe Premiere and Adobe After Effects as well as considering the briefing and media requirements</li> <li>• Use Elementor and other Wordpress builders to create and edit website's layouts and structures</li> <li>• When required, use HTML and CSS knowledge to edit website's layouts and structures using WordPress</li> </ul>

### Key Duties and Responsibilities (continued)

<b>Occupational Health and Safety</b>	<ul style="list-style-type: none"> <li>Employees are required to take reasonable care for their own safety and health at work and to avoid harming the safety and health of other people through any act or omission at work.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>Participate in organisational and team meetings as scheduled</li> <li>Other duties as required.</li> </ul>

### Selection Criteria

#### Essential

- Adobe Photoshop, Illustrator and InDesign skills required
- Ability to use initiative and work effectively with minimal supervision
- Well-developed organisational and time management skills, including an ability to work within tight deadlines.
- Video edition and motion graphics skills
- WordPress and Elementor design skills
- UI and UX design required
- HTML, CSS and front-end development skills (preferred, not required)
- Illustration skills (preferred, not required)
- Being familiar with photography, filming and studio settings (preferred, not required)
- Knowledge of accessibility standards for print and web (preferred, not required)
- Excellent computer skills including the MS Office suite
- An ability to support and operate within the WACOSS Mission, Vision and Values

#### Program Specific

- Experience in the graphic design industry
- Proven track record of achieving tangible results
- Strong communication skills
- Comfortable with ICT applications and openness to learn how to operate a Content Management System (CMS)
- Team management experience

#### Desirable

- Relevant Tertiary or Training Qualification
- Demonstrated work experience in the not-for-profit sector

#### Authorisation

This document is an accurate statement of the duties and responsibilities of this position.