

Job Title: Graphic Designer



Summary:

Ortus Academy believes that in order to have a meaningful life, a person needs a healthy relationship with money - and the earlier the better. We provide financial intelligence education - a blend of financial literacy, terms and concepts, and insights into our habits, behaviors, and mindsets that cause us to make the financial decisions we actually make.

We are looking for a Graphic Designer to help us build some logos and marketing materials as we continue to grow and reach new audiences.

This position is an as-needed position, you will be paid per project or on a monthly retainer. You will be a part of a small team in a growing company where there are many opportunities for growth.

Responsibilities:

Designing Logos - We have a few new projects that we need logos for and would like to have a consistent branding experience.

Creating Marketing Materials - Keeping in line with our branding, you will be asked to help us build, and manage some of our marketing materials - ads, newsletters, graphics, and social media posts (creation, not management).

Essential functions of the job may include but are not limited to the following:

- Prepares work to be accomplished by gathering information and materials.
- Plans concept by studying information and materials.
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
- Obtains approval of concept by submitting rough layout for approval.
- Prepares finished copy and art by operating typesetting, printing, and similar equipment
- Prepares final layout by marking and pasting up finished copy and art.
- Contributes to team effort by accomplishing related results as needed.

Skills Required:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Graphic Design Skills - The ideal candidate will have experience using the Adobe suite, and have experience with layout, creative services, and a design with a customer focus
Creativity, Flexibility, Attention to Detail, Deadline-Oriented, Desktop Publishing Tools, Acute Vision, and an ability to handle rejection

Accountability - The ideal candidate is dependable and will communicate any personal complications well in advance so as not to diminish the student experience.

Team Player & Autonomy - Candidates need to be able to work as a part of a team, but also act autonomously. The ideal candidate has excellent time management skills and the ability to think entrepreneurially.

Other Requirements:

Vehicle - Our classes are taught all around Baltimore, so educators need their own vehicle or means of transportation

Desktop/Laptop, Required Software & an Internet Connection - We are paying for your services in this area and expect that you have the tools required to complete the job.

Pass a Background Check - We work with children, so a full background check will be conducted prior to employment or working with any children.

Physical Requirements - Regularly required to sit, stand, walk, talk, hear, operate a computer, handheld learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

Employment Details:

Hours: As needed - with opportunity for more.

Compensation: Negotiable

Benefits: No benefits are included in this position.

Ideal Start date: Training begins July 31, 2019

To Apply:

Send a cover letter and resume to hire@ortusacademy.com

Ortus Academy is an Equal Opportunity Employer; M/F/V/D are encouraged to apply.

