



Graphic & Web Design Specialist

Job Description

Job Summary:

The Graphic & Web Design Specialist will be responsible for overseeing all things graphic design and web design/development at Gova Creative. Their objective is to create artwork and websites that reflect our clients' needs and wants.

Job Responsibilities:

*But Not Limited To...

- Create artwork (i.e. branding, print, digital, web) using the Adobe Creative Cloud software for clients' based on their needs and wants
- Create WordPress websites using Elementor for clients' based on their needs and wants
- Finish project in a timely manor meeting various deadlines
- Have basic computer skills
- Managing a workflow and maintain an orderly filing/storage system for all files collected and created
- Performs other duties as assigned*

Experience, Knowledge and Abilities Required:

- Proficient with Adobe Creative Cloud Suite
 - 4+ Years of Experience with Photoshop CC
 - 3+ Years of Experience with Illustrator CC
 - Foundational knowledge of InDesign CC
 - Foundational knowledge of Adobe UX
- Experience with branding, print, and digital design
- 4+ Years Experience in web design
 - Experience with WordPress Platform
 - Themes, Plugins, Templates, etc.
 - Intermediate skill level in HTML & CSS coding
 - Experience in Elementor or Divi
- Experience in creating email blast/marketing (i.e. Mail Chimp, Constant Contact)
- Ability to manage multiple projects simultaneously while meeting deadlines
- Ability to work as a team player and discuss needs, challenges and ideas
- Ability to think ahead, anticipate needs and offer creative solutions
- Excellent written and verbal communication skills
- Working knowledge of Microsoft Office Suite
- Ability to learn new techniques and to stay up to date with the latest design trends
- Experience working with churches is a bonus but not required (we have many church clients)

Employee Attributes:

- Life-giving attitude
- Driven to pursue excellence
- Creative mindset
- Out-of-the-box thinker
- Task-oriented
- High-capacity, multi-tasking individual who is comfortable working independently without constant supervision while also being able to work as a team player
- Strong written/oral communication and interpersonal skills

Physical Demands:

- Sitting for long periods of time
- Ability to lift upwards of 25 lbs.

Other Requirements:

- Must have reliable transportation to and from work
- Drug Testing:
 - Subject to a drug test upon initial employment
 - Subject to drug testing periodically

Report To: Chief Creative Executive

Job Type: Part-Time: 10-20HRS/Week | \$13-\$15/HR (Expanding to full-time in the coming months)

About Gova Creative:

Gova Creative is a full-service marketing agency located in San Antonio, Texas. Established in 2019, Gova has quickly grown over the last 2 years with a reputation of delivering high-quality services with an extremely personal touch. We go out of our way to ensure our clients are happy with the services they receive.

Though Gova has only been around for 2 years, the people who make up Gova have many years of experience helping clients with their marketing needs from conception to final design. We use the latest technology from 6K cameras to the newest design software to help accomplish our clients' goals. We love taking on new challenges every day and dreaming with our clients, and working with them to make their vision come to life!

Gova Creative Staff Values:

- Character Matters
- Honesty Is Priority
- Hard Work Is Key
- Ownership Is Crucial
- Details Are Important
- Growing Is Essential
- Kindness is Critical

