



Graphic Designer & Video Editor – Job Description

Job Title	Graphic Designer & Video Editor
Reporting To	Marketing Manager
Job Type	Full Time
Job Responsibilities:	
<p><u>Graphic Design Roles:</u></p> <ul style="list-style-type: none">● Study design briefs and determine requirements.● Illustrates concept by designing rough layout of art and copy regarding arrangement, type and style, and related aesthetic concepts.● Use the appropriate colors and layouts for each graphic.● Test graphics across various media.● Amend designs after feedback.● Ensure final graphics and layouts are visually appealing and brand-aligned.● Design visual content for print and digital applications that is on-brand, reinforces our status and reputation, and is appropriate for our various audiences.● Design and layout of materials for internal communications including Email Campaigns.● Design and layout of essential business materials (e.g. business cards, presentations).● Create infographics and presentation materials to simplify communication of complex concepts and data. <p><u>Video Edit Roles:</u></p> <ul style="list-style-type: none">● Edit Videos shot for uploading on Instagram, YouTube and other Social media channels.● Create infographics and presentation materials to simplify communication of complex concepts and data.● Edit video clips for use on social media platforms.● Optimize graphics and video content for social media platforms. <p><u>Content Creation Roles:</u></p> <ul style="list-style-type: none">● Co-create short videos to highlight, recap, and promote various endeavors and events.● Work autonomously and develop high-quality concepts with minimal instruction.● Work with copywriters and Marketing Manager to produce the final design.● Making sure to create content according to the latest market trends.● Provide technical support for design- and video-related efforts. <p><u>General Roles:</u></p> <ul style="list-style-type: none">● Manage timelines and prioritization of workload.● Assist team in developing and executing communications plans.● Maintain organized content files, and help to organize and archive existing video and graphics files.	



Skills & Competencies:	
<ul style="list-style-type: none">● Ownership & Commitment: The willingness to put the organization's goals as a priority and achieve excellence by taking personal responsibility for the quality and timeliness of work commitments.● Agility: Demonstrating positive attitude and quickly adapting one's approach to changes in business environment, processes and structure.●●	
Job Requirements:	
<ul style="list-style-type: none">● Graphic Design & Video Editing● Previous work in event management, startups & entrepreneurship ecosystem is a huge plus● Minimum 3 years of work related experience.● Thorough knowledge of Adobe Creative Suite (Photoshop, Indesign, Illustrator Premiere]● Familiarity with best practices for graphics and video content on social media platforms; (YouTube, Facebook, Twitter, Instagram);● Technically proficient with the ability to troubleshoot and problem-solve;● Excellent organizational skills, including the ability to manage multiple tasks and projects● simultaneously while meeting deadlines; Flexibility in working with new issues, topics, and approaches.	
Working Hours:	8 hours/day – 22 day
Environmental Conditions:	70% Indoor – 30% Outdoor
Location:	El Rehla Office – Downtown