

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



Quil Ceda Village
q^wəl'sidə? ʔalʔaltəd

JOB TITLE: Graphics Team Coordinator

PAY RANGE: \$29.71 - \$44.57

DEPARTMENT: Tulalip Data Services

JOB DESCRIPTION: The successful candidate will coordinate and implement all team-related communications, including typical asset and tracking job tickets, getting quotes, making requisition requests, tracking purchases, tracking assets, and managing graphic collateral. This person will also support all departmental work by producing various reports for management.

TO APPLY: Complete the web form application on the Quil Ceda Village Self-Service portal: <https://quilcedavillagewa.munisselfservice.com/ess/employmentopportunities/default.aspx>. For more information or questions, please visit <http://quilcedavillage.org/Employment> or call Quil Ceda Village Human Resources at 360-716-5016.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO Creative Design Manager

EMPLOYEE SUPERVISES: None

EDUCATION:

- A bachelor's degree or associate degree (attach copy) *or relevant work experience as a coordinator, graphic designer, customer service representative, project manager, or any combination of experience in the former may be accepted in place of a degree (attach copy or degree or transcript with application).
- A high school diploma or GED equivalent is required (submit a copy with the application).

SKILLS:

- Basic computer hardware and networks
- Microsoft Office (Outlook, Word, Excel, PowerPoint) (required)
- Awareness of Adobe Creative Cloud applications (InDesign, Illustrator, Photoshop, Acrobat, and After Effects a plus)
- Knowledge of customer service principles and techniques
- Ability to communicate in a positive and friendly manner with internal staff and external customers to address their needs promptly and follow through on commitments.
- Coordinate and distribute tasks among design staff for the timely completion of deliverables.
- Multi-task: prioritize, coordinate multiple projects, and meet simultaneous deadlines.

- Work with customers to advise on, create, modify, and execute design standards and solutions for visual media objectives and requirements.
- Project planning and methodology
- Process involved with creating and designing marketing collateral (a plus)
- Successfully coordinate and deliver projects with strong attention to detail.
- Think creatively and problem-solve.
- Work independently with minimal supervision and under pressure.
- Perform effectively and efficiently in both individual and team environments.
- Perform detailed evaluations of existing and proposed systems and related operational procedures and recommend changes.

EXPERIENCE:

- A minimum of two (2) years of experience in customer relationship management or a related field is required.

OTHER REQUIREMENTS:

- Excellent communication, organizational, and customer service skills are a must.
- Possess excellent organizational skills and appreciation of meeting timelines.
- Possess strong communication skills (visual, verbal, and written)
- Possess strong client management skills.
- Possess a keen understanding of relevant cultural and advertising trends.
- Perform detailed and accurate research for graphics-oriented projects and other general needs.
- Type at least 30 words per minute.
- Some creativity and latitude are expected.
- Must have a satisfactory or better employment history with the Tribe and previous employers.
- Attending training and meetings
- Must have a valid driver's license and proof of insurance (attach documentation with application)
- Will be responsible for delivering the highest customer experience to clients and always treat them and coworkers with complete respect.
- Must be able to complete either a tribal, state, or federal background investigation.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Manual and finger dexterity for operating a personal computer, telephone, and routine paperwork.
- Stamina to sit or stand for prolonged periods.
- Ability to walk frequently.
- Tolerance to being exposed to a computer screen for prolonged periods regularly.
- Mobility to bend, stoop, and climb stairs occasionally.

- Office environment
- Driving a vehicle to conduct work.
- Strength to lift objects weighing up to 20 lbs. frequently.

SPECIFIC JOB PERFORMED:

- Receive and delegate work across our design team and monitor assignment progress to ensure compliance with requirements and deadlines.
- Translate customer requests into design instructions in line with organizational, product branding, and design requirements.
- Maintain work requests in a work tracking system.
- Set production schedules and deadlines for design projects.
- Be included as a point of contact for communication between our customers and design staff.
- Coordinate the preparation of graphic design materials to be presented by the department.
- Meet with project managers, staff, and contractors to ensure adherence to graphic/photo requirements and standards.
- Perform detailed evaluations of existing and proposed systems and related operational procedures and recommend changes.
- Report on progress against milestones.
- Coordinate inventory and shipment of materials.
- Maintain marketing information systems, records, project profiles, and other standard materials.
- Coordinate developing, writing, and editing marketing and design collateral.
- Performs other related duties as deemed necessary or requested.

TERMS OF EMPLOYMENT:

This Regular Full-time position requires at least 40 hours per week or 2080 hours per year. Employees may be required to work after hours on weekends, at special events, or on call. Upon completing the applicable probationary period, the employee may be eligible for a pay increase, subject to budgetary restrictions. Employees will be required to work on-site, with no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.