



**Junior Graphic Designer / Social Media Assistant**  
**Craft Media Solutions, LLC**

Job Summary

\$15 /hour Part-Time Freelance Position

18-20 hours per week (starting)

Primarily located in Central/Northeast Los Angeles

This person will be responsible primarily for assisting in social media management and content curation for our clients, but will also include a variety of graphic design jobs, both print and digital, website management and other digital marketing strategies. This is a junior level position with someone who wants to experience a growing entrepreneurial environment, and who has a keen interest in the food and beverage industry (beer, wine, cocktails and various cuisines).

Responsibilities:

- Assist with social media campaigns and schedule posts
- Create digital and print flyers
- Write/create social media captions and engage with fans in-line with clients' individual tones and brand
- Design email newsletters in platforms like Mailchimp or Constant contact
- Assist at photo shoots and gather content when needed

This role is slated to start as an ongoing, part-time freelance position with the goal to convert to full time. Applicants must be available for on-site meetings & trainings during regular business hours, with the majority of time spent working from home.

Requirements:

- Be willing to learn in a fast-paced environment with strong emphasis on productivity and creativity
- Strong conceptual and layout skills, with an eye for typography and color
- Highly detail oriented and strong communication skills
- Organized with the ability to work on your own and in a team environment
- Have experience with Adobe Creative Suite, including but not limited to Photoshop, InDesign, Illustrator and Premiere
- Familiarity with website platforms including Wordpress and Squarespace
- Proficient with Excel, Word, Powerpoint, Gmail, etc
- Have own laptop or desktop computer
- Proficient in social media and innovative digital technologies
- Bonus points for photography skills



- Minimum high school diploma, w/ college experience or degree preferred
- Must be 21+ in order to access alcohol environments
- Have own transportation or be able to get around efficiently
- Live in the Los Angeles area

## **About Us**

Craft Media Solutions is a nearly 7-year-old boutique digital marketing agency focusing on the food and beverage industry in the Los Angeles area. Our agency has a reputation for creative storytelling, client collaboration, and identifying opportunities for digital engagement in a constantly changing online environment.