



Job Title:

Website & Graphic Designer

Reports To:

President/Owner

Start Date:

ASAP

Job Overview

Cultivation Network, Inc. is a full service marketing agency located in Murfreesboro, TN (Greater Nashville area). We sell B2B services such as Website Design, Development, Ongoing Maintenance and Hosting; Mobile Applications; Search Engine Optimization; Digital Footprint Reporting and Strategies to improve Digital Footprint; Shopping Cart and Payment implementation for Websites and Apps; Graphic Design; Brand and Logo Design; Marketing items and Print materials; Social Media Setup/Branding & Campaigns; Search Engine Marketing through Yelp, Google Ad Words, Facebook and other requested platforms; Branded Apparel; Event and Trade Show planning; and any marketing services our clients request. We encourage you to visit www.cultivationnetwork.com. We are a small but quickly growing firm needing to add an experienced Website & Graphic Designer as soon as possible.

The ideal candidate will be detail-oriented, professional, organized, self-motivated, and able to function in a fast-paced and changing environment, as is the nature of a marketing agency. This is not a remote-in position. This is a full time, in-house position at our location in Murfreesboro, TN. The candidate should also be someone who is driven by a desire to succeed, learn and grow with this company long-term. The candidate must be able to immediately build websites using Word Press and design marketing materials and ads using Adobe Photoshop, Illustrator, and InDesign. Training in other aspects of this position will be provided but proficiency in these four applications is a must.

Responsibilities and Duties

- Candidate must be able to complete projects in a timely manner and meet deadlines.
- Candidate must keep an ongoing project list and an organized calendar.
- Candidate must be able to pay close attention to detail, able to think creatively and work independently.
- Candidate may need to assist other team members, including other designers, to meet project deadlines and directives as set forth by the President.
- Candidate will be expected to represent the company in the best manner possible and be professional at all meetings, events and sponsorship opportunities.

Qualifications

- Candidate should be High School graduate and have at minimum: an Associate Degree, two or more years of college or university or three years of relevant work experience.
- Must be at least 20 years of age, have a valid driver's license, eligible to work in the United States and have reliable transportation.
- Experienced in building websites using Word Press and designing marketing materials and ads using Adobe Photoshop, Illustrator, and InDesign. General knowledge of mobile applications, marketing services, search engine optimization, and internet advertising.
- Proficient in Word Press; Microsoft Office 365, Outlook, Word, Power Point and Excel; and Adobe Creative Suite products, specifically Photoshop, Illustrator and InDesign.
- Able to write professional communications via email.
- Able to occasionally lift boxes containing promotional or trade show items.
- Able to attend events occasionally as required by the President.
- Characteristics that are a must for this position include: trustworthy, reliable, hard-working, goal driven and professional.
- Candidate should submit with resume examples of websites and design pieces created.
- Candidate will be expected to only work for this company, no outside projects or side jobs related to website or graphic design.

Compensation

This is a full-time salaried position (40 hours) with compensation based on the experience of the Candidate. Candidate should submit salary requirements for consideration. There is a 90 day probationary period after the first date of employment. Beginning September 1, 2021, we will add a quarterly incentive (monetary) program for this position based upon goals set each quarter for the Company and the individual employee.

Employees will receive five paid vacation days per year, after an initial 9 months of employment; 2 paid sick days; and 10 paid holidays each year. Other time off may be requested as unpaid time and must be approved by the President. No longer than 5 consecutive days of time off will be granted, unless approved by the President.

Unfortunately, we are not able to offer medical benefits or insurance at this time; however, we will provide additional bonuses as able and warranted to reward performance and as the company grows, we expect to offer health insurance and other benefits in the future.

Cultivation Network is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Resumes and a letter describing why candidate would succeed at this position should be submitted to President via email at jcole@cnet.biz. Please provide at least 3 references with current phone numbers.

Please sign below indicating you understand the requirements, compensation and overall expectations of this position.

Print Name

Signature

Date