

**Shantideva Center**  
**Publicity Team: Graphic Designer**  
**April 2019**

### **General Description of Responsibilities**

The Graphic Designer creates fliers, website banners, social media graphics, and special promotional materials. This role works closely with the Publicity Manager.

### **Specific Responsibilities**

#### **1. Publicity Fliers**

Create publicity fliers for all public events, including visiting teachers, ongoing classes, and special events.

#### **2. Website Banners**

Create website banners for promoting selected teachings and events.

#### **3. Social Media Graphics**

Create publicity graphics for all public events, to be posted on Facebook, Twitter, and Instagram.

#### **4. Advertising Graphics**

Produce graphics as needed for advertising in outside print and online media.

### **Skills**

This is an ideal opportunity for a creative, self-motivated graphic artist able to meet deadlines to produce gorgeous visuals that capture the spirit of the center and inspire interest and participation. Thorough knowledge of relevant software such as Adobe Photoshop, Adobe Illustrator, or GIMP is essential.