Downloaded from <https://www.velvetjobs.com/job-descriptions/design-coordinator>

# Example of Design Coordinator Job Description

Our innovative and growing company is looking to fill the role of design coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for design coordinator

* Support Senior PM and Design Director in light of shifting Design Department organizational priorities, adjusting areas of focus in accordance with corporate initiatives (ongoing)
* Process all requests for design work from around the company, adding them to project management tool (Asana) quickly and accurately
* Promptly and efficiently notify Senior PM and relevant Art Director when time-sensitive needs arise
* Manage logistical relationship with Editorial staff, ensuring that Editorial calendar stays accurately updated in accordance with Design’s progress on a given story, and seeking out input/ updates from Editors where needed
* Coordinating outreach to and facilitating smooth communication with third parties (candidates, freelance contributors, vendors, ), in conjunction with Senior PM, graduating to ever-higher levels of involvement in the relevant projects
* Own the organization and maintenance of all contracts, W-9s, vendor authorization forms, and invoices for the Design department, working closely with Senior PM (ongoing)
* Own the organization and maintenance of a Design Department archive, both physical and digital (ongoing)
* Work closely with Senior PM to gather feedback on design request process on an ongoing basis, and innovate on existing process
* Update and maintain Design Department freelance resource calendar as potential contributors to the team are identified, working closely with Design Director
* Coordinate dissemination of in-house merch product to relevant teams (ongoing, periodic)

## Qualifications for design coordinator

* Stellar presentation and graphic design creation, writing and editing skills (some peer or manager edits needed)
* PowerPoint Super user - be prepared to provide at least two PowerPoint design samples with assigned creative direction
* An eye for spotting fonts (matching and altering)
* Possess a talent for translating information into clear and concise graphics and to be able to tell a story that is thoughtful, organized, and easy to digest
* Demonstrate ownership of assignments, asking for clarification/direction as necessary
* Ability to participate in collaborative project teams and coordinate deliverables/deadlines with corresponding contact leads throughout all phases of a project