



## ABOUT COMMUNITY CENTER SHANGHAI:

CCS (Community Center Shanghai) is a non-profit organization with over 12 years of history serving the international expatriate community working and living in Shanghai. We provide cultural and language classes, enrichment and tours, career & family counseling, children's programs, networking programs and charity opportunities for over 30,000 international families. Our Marketing Team is to be expanded with the recruitment of a graphic and website designer.

**POSITION TITLE:** Graphic and website designer

**REPORTING TO:** Marketing Director

**WORK LOCATION:** This position will work from CCS Pudong Center, which is located at 418 Jinxiu East Road, in Jinqiao, Pudong (Near Subway Line 2 Science and Tech museum)

**Hours:** 40 Hours a week, Monday through Friday 8:30am – 5:00pm. Some work will be required out of these hours to finish projects and during busy periods.

### Job description:

1. Design graphics and layouts for company's printed publications, marketing materials, events and special offer materials, including logos, flyers, posters and emails.
2. Graphic Design for CCS publications such as CARE, GUIDE and Cookbook or any other publications/ flyers as needed.
3. Website content: Under the direction of Marketing Director, you will write, compile and design information and updates to the website as needed. Keeping our website and advertisings uploaded on time and in an aesthetically pleasing manner.
4. Working with outside website firm to complete design layouts for company's new website, including all the pages, templates and material as required. Work with IT Company to develop the website.
5. Perform additional administrative duties as assigned by Marketing Director.

### Requirements:

1. Degree in design or background and experience in the graphic and website design.
2. 2-3 years' related working experience in graphic design and website design.
3. Excellent interpersonal, verbal communication skills.
4. Must be expert in Indesign, Adobe Photoshop and Illustrator. Dreamweaver is a plus.
5. Self motivated and able to work with little supervision.
6. Detail oriented.

CCS HONGQIAO  
Building #201, 5F  
Lane 3215, Hongmei Lu  
Hongqiao, Shanghai 201103  
Tel: 6406-4276

CCS PUDONG  
Greenhills Clubhouse, 2F  
Lane 418, Jinxiu East Road  
Jinqiao, Pudong Shanghai 200135  
Tel: 3382-1770

CCS CARE CENTER  
Lane 333 Biyun Lu  
Building 8, Unit B 101A  
Jinqiao, Pudong, Shanghai  
Tel: 3382-9378

CCS MINHANG  
British International School, Secondary Campus  
111 Jinguang Road Room 168, Huacao Town,  
Minhang, Shanghai 201107  
Tel: 137-6473-7311



[www.communitycenter.cn](http://www.communitycenter.cn)

7. Able to work on multiple tasks simultaneously under deadline pressure.
8. Native English speaker with **some** Mandarin skills

Please direct inquiries and resumes to [markeing@communitycenter.cn](mailto:markeing@communitycenter.cn)

Contact Tel: 021-3382-1770 ext 207

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