



DESIGN COORDINATOR

PIVOT is a Bay Area sports and entertainment marketing startup making a name for itself in a fast-paced and dynamic industry. Our mission is to create innovative business-to-business opportunities and to unite brands and properties in lasting partnerships that channel the emotional energy of sports into profitable and meaningful consumer engagement.

We are looking for a creative individual looking to bring their design and creative skill-set to a fast-paced and nimble environment. This individual will build on their design experience by working through a number of needs that include, but are not limited to, new business pitch decks, client presentations, website updates, print and digital projects.

The Design Project Coordinator will report to the Vice President of Brand and will be responsible for creating, designing and building all presentations needed from the PIVOT team. This individual will oversee the consistency of all presentations and design elements that are outbound from PIVOT. The individual will be responsible for renderings, mocks and merchandise designs in addition to any other element that requires design work.

Responsibilities:

- Report to Vice President of Brands on all projects, timelines, updates, etc.
- Design and produce presentations (ppt and ai), print, web and social
- Be the internal expert in the latest design and creative trends in the marketplace
- Create mocks and renderings for property team needs
- Lead design for internal resources that include invitations, thank you notes, gear, newsletters, email blasts, etc.

Qualifications:

- 1-3 years' experience designing presentations and creative material
- Expert in Photoshop, Illustrator, InDesign and PowerPoint
- Excellent presentation, written, and oral communication skills
- Experience in organizational efficiency
- Experience using MS Office, Google Suite

Education & Experience:

- Art or design degree
- 1-3 years of design experience
- Video editing capability a plus

Please submit your portfolio to Simone@pivot-agency.com

PIVOT Agency
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Walnut Creek, CA 94596