



JOB DESCRIPTION

Title: Creative Services Coordinator
Type: Part-time
Reports to: Morgan Spears, Chief Community Engagement Officer

Position Summary: Working Credit seeks a **Creative Services Coordinator** to join our Community Engagement team and play a vital role in standardizing our communications and marketing efforts. This position is responsible for supporting the vision and branding strategy for the organization by: creating marketing collateral; developing and managing content for social media platforms; implementing various educational campaigns; supporting strategic partner outreach; and institutionalizing systems for consistent branding and marketing efforts.

Primary Objectives

1. Design, edit and manage content for WC's marketing and communications efforts.
2. Ensure brand integrity.
3. Build and sustain WC's online presence and recognition.
4. Manage social media accounts and engagement across all platforms.
5. Develop high-quality marketing and outreach materials to be used in various contexts.
6. Support and coordinate online events with the aim to deepen general public educational awareness centered on WC's mission.
7. Possess and demonstrate a strong commitment to interrupting structural racism.
8. Support other activities, campaigns, marketing, and communications that advance WC's mission and partner and community engagement goals.

Key Responsibilities:

Marketing and Communications Layout and Design

1. Support the development of graphic design and editing of all Working Credit materials (print, digital, and video).
2. Edit and maintain all external branded design materials (one-pagers, proposals, PowerPoints, etc.), ongoing marketing collateral, and communications, including but not limited to monthly partner toolkits (fliers, emails, texts, participant-facing newsletter, etc.).
3. Provide creative layout and design for new or updated existing marketing and outreach materials.
4. Create and edit videos to support educational awareness and improve business efficiency.
5. Create, post, and manage social media content.
6. Monitor WC's social media presence and external exposure across outlets and channels.
7. Lead the coordination of exhibitions and fairs.
8. Ensure compliance with Working Credit's style guide for the layout and presentation of materials and content.

Other

1. Catalogue and organize all historical content for institutional memory.
2. Participate in regular check-in meetings with Community Engagement Team meetings, monthly staff meetings, and other meetings as requested.

3. Coordinate logistics and back end for events and engagement opportunities.

Essential Knowledge, Skills, and Experience

- 2+ years of experience in communications and marketing
- Proficiency with industry desktop publishing tools including Canva, Adobe Photoshop, InDesign, WordPress, MailChimp.
- Strong command of Google Documents, email, and Microsoft Office Suite
- Excellent composition and visual design skills
- Excellent communication skills – both written and verbal
- Strong ability to be flexible and responsive to outside events
- Must be culturally responsive and have a strong commitment to interrupting structural racism
- Must possess the ability to receive feedback and pivot when needed
- Experience with online video recording, editing, and posting a plus
- Experience and comfort working independently and remotely with colleagues
- Experience working with multiple stakeholders
- Experience with launching public campaigns

Compensation:

This is a part-time, hourly position, starting at \$25/hour.

Location of Employment: This is a remote position.

To Apply: To respond to this opportunity, please email resume and cover letter to: hr@workingcredit.org.

We encourage individuals from traditionally underrepresented communities to apply. Working Credit does not discriminate on the basis of race, color, religious creed, sex, gender, age, or any other basis prohibited by law.