



May 4, 2022

Position Title: Marketing and Design Assistant

Reports to: Marketing Manager

Direct reports: None

Position Overview

Reporting to and working closely with the Marketing Manager, the Design and Marketing Assistant is a part-time, non-exempt employee who relies on knowledge of digital design tools and best practices to create and manage content that drives engagement with a busy schedule of events and exhibitions.

Focus Area 1: Design and Coordination

Success Statement: AcA's messages and marketing efforts are deployed through many digital channels to reach new and existing audiences.

Performance Standard:

- a. Create marketing collateral based on the AcA's brand and direction given by the Marketing Manager and Executive Director. Collateral may include, but is not limited to, in-house signage, brochures, and flyers.
- b. Conduct website changes, creating event pages, updating and creating content, and ensuring sponsor and donor acknowledgements are accurate.
- c. Design and format imagery for websites, slideshows, and social media.
- d. Maintain extreme attention to detail in text and visual identities.

Focus Area 2: Workplace Relationships

Success Statement: AcA has a cohesive team that supports one another and the mission of the organization.

Performance Standard:

- a. Report to Marketing Manager
- b. Communicate effectively and collaboratively with the AcA team members to develop content.
- c. Manage task flow with Marketing Manager, external designers, webmasters, and all AcA program directors that rely on marketing and design services.
- d. Meet deadlines and track changes swiftly and reliably.
- e. Assist with special projects, as appropriate.

Qualifications

1. Demonstrated experience working with Adobe Creative Suite programs, particularly Photoshop, InDesign, and Illustrator is required.
2. Demonstrated experience providing creative services and developing engaging digital content is desired.
3. Bachelor's degree in design field is desired.
4. High school diploma is required.



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How to Apply

Applications must include a resume, cover letter, and samples of materials you would like to include. Please submit your application materials through the online application portal, located here: <https://goo.gl/forms/nzjZTsFhCnIKFwAs2>

AcA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.