



Graphic Design & Communication Coordinator

The Graphic Design & Communication Coordinator will work creatively and collaboratively with all Junior League of Jackson members and staff to provide support with graphic design, communication and database needs related to the Junior League of Jackson, which may include online, print, and email campaigns. Position reports to the Business Manager.

SPECIFIC RESPONSIBILITIES INCLUDE (but are not limited to):

- GRAPHIC DESIGN

Design and edit materials such as invitations, event fliers, posters, pamphlets, t-shirts, promotional materials, website materials, directory, etc. utilizing Adobe Creative Cloud products.

Work collaboratively with the Social Media Chair to create engaging social media (Instagram, Twitter, Facebook) materials (i.e. original videos, graphics, photographs).

- WEB/SOCIAL MEDIA/COMMUNICATIONS

Serve as staff liaison for all activities connected with the League's websites (Organization and Fund Development Businesses websites) including relationships both internal and external.

Manage and update the League's organizational presence on the web in collaboration with the Communications Team to ensure there is constant fresh, relevant content.

Coordinate with the Communications Vice President to help implement communications plans (targeted member e-mails, push notifications, Monday Matters, etc.).

Generate well-written web content when requested.

Monitor and help maintain the League's social media content if requested.

- TECHNOLOGY

Research and monitor ongoing technology needs for the organization, including the development of a detailed proposed budget when needs are determined.

Provide ongoing technology support for the organization; work offsite at all Fund Development events as needed to provide technology support.

- PROGRAM/ORGANIZATIONAL SUPPORT

Support the mission and goals of the organization across all areas.

Orient, train and provide guidance as appropriate to the membership and staff in the position's focus areas.

Serve as a professional representative and ambassador for the organization at all times.

- ADMINISTRATION

Assist staff in managing member and organizational database needs.

Perform routine data accuracy and integrity checks on member database program.

Transition League leadership e-mail accounts and database services each new League year.

Attend council meetings as required.

Other duties as needed.

QUALIFICATIONS

An ideal candidate will have Bachelor's Degree in Graphic Design or Communications, or related experience and demonstrated ability in the desired fields. The candidate must believe in the core mission of the League and work well and effectively with a variety of different and diverse individuals, teams, and organizations.

Skills preferred:

- Design skills and experience with Adobe Photoshop, Illustrator and InDesign
- Experience with website content management and social media networks
- Demonstrate knowledge of website design and html code
- Capable of thinking creatively and analytically
- Demonstrate strong writing, messaging and editing skills
- Communicate clearly and effectively
- Possess strong organizational skills; manages time efficiently and is self-motivated
- Detail-oriented
- Possess solid problem-solving skills
- Exhibit excellent interpersonal skills

The League encourages applications from all qualified candidates. To apply, please submit a current resume and a list of at least three (3) professional references. All documents are to be submitted electronically as PDFs and emailed to businessmanager@jljackson.org. Subject line of email should read "Graphic Design/Communication Coordinator Job Opening".

The Junior League of Jackson provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.