



Communications Specialist

Department: Marketing

Reports To: CEO & Marketing Director

FLSA: Exempt

Summary: The purpose of this position is to maintain the company's public awareness through the administration of its marketing plans. This position is responsible for performing the day-to-day tasks that support the tactical plans cascaded throughout the organization from the CEO & Marketing Director.

Essential Functions:

- Interacts with the media, and with the offices of political officials
- Maintains rapport with media representatives, responding to requests and providing information
- Conducts interviews and gathers external information regarding activities and current events within the community
- Interprets information obtained during meetings and interviews, and uses creative writing skills to draft communications for review and approval by the Marketing Director
- Participates in the creation of press releases, brochures, internet content and other promotional media distributed by the company
- Conducts research on content to be included in publications
- Performs other duties as directed by the CEO & Marketing Director

Requirements:

- Requires a Bachelor's Degree from an accredited college or university and 2 – 5 years of experience in marketing or a related discipline; or, an equivalent combination of education and experience
- Requires a thorough understanding of the different facets of media (i.e. internet)
- Must have excellent verbal and written communication skills
- Must be innovative and well-versed in journalistic style and AP Standards
- Must be detail-oriented and have the ability to meet tight deadlines

Are you interested in interviewing for this position? If so, please fill out the "Connect With Us" form on our website and advise your specific job interest and we'll follow up with you.

Thank you.

Senior Managing Editor

Department: Marketing

Reports To: CEO & Marketing Director

FLSA: Exempt

Summary: The purpose of this position is to create editorial policies and procedures, and to oversee the data integrity, quality assurance and the research and development of internal and external content for the company's publications.

Essential Functions:

- Establishes editorial policies and sets the standard for the style of company publications
- Responsible for the development of editorial schedules, and for the fact-checking and data verification processes
- Oversees the research and development of content for company publications
- Writes and prepares articles to be used in company publications
- Responsible for coordinating the quality assurance of work completed by the Junior Editor and the Copywriter
- Performs other duties as directed by the CEO & Marketing Director

Requirements:

- Requires a Bachelor's Degree from an accredited college or university and a minimum of 8 years of experience in marketing, editing or a related discipline; or, an equivalent combination of education and experience
- Must have excellent verbal and written communication skills
- Must be well-versed in editorial guidelines, formatting, and AP Style
- A background in English, journalism or magazine editing is strongly preferred
- Experience either working for a news wire company or using a news wire service a plus

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Thank you.

Marketing Assistant

Department: Marketing/MM

Reports To: CEO & Marketing Director

FLSA: Non-Exempt

Summary: The purpose of this position is to provide administrative support for the company as directed, and to support both the marketing and the multi-media departments by performing basic functions related to photo editing, graphics and the development of publications and other media.

Essential Functions:

- Under direct supervision, provides a myriad of office services to support the overall operation of the company
- Answer phones, direct calls appropriately and takes messages as necessary
- Use Microsoft Word and Excel to create and update documents
- May be responsible for preparing reports, maintaining inventory supply, scheduling appointments and managing the calendars of the executives of the company
- Perform basic HTML updates
- Work with digital files and edit photos in collaboration with the Multi-Media department
- Format and develop press releases
- Provide material updates by managing both print and online graphics

Requirements:

- Requires a two-year degree from an accredited college or university and 2 – 5 years of administrative experience in a marketing or creative services department
- Must have excellent verbal and written communication skills
- Must have experience using PhotoShop
- Knowledge of HTML programs strongly preferred (i.e. DreamWeaver, Go Live)

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Thank you.

Photography Assistant

Department: Multi-Media

Reports To: COO & Creative Director

FLSA: Exempt

Summary: The purpose of this position is to support the photographer by providing editing and retouching services as needed. This position also supports other staff by transporting, maintaining and operating photography equipment.

Essential Functions:

- Responsible for the transport, maintenance and operation of photography equipment
- Assesses the photo site, sets up lighting, and ensures that power supply for equipment is sufficient to support voltage requirements
- Secures the photo shoot location for safety of clients and others in attendance
- Responsible for maintaining equipment inventory (i.e. light bulbs, etc.)
- Maintains file management system including naming, saving, keywording, organizing, and archiving digital assets
- May also be responsible for coordinating the copywriting process
- Maintains knowledge of new technology and industry trends
- Performs other duties as directed by the COO & Creative Director

Requirements:

- Requires an Associates Degree from an accredited college or university and 3 – 5 years of experience in photography or a related discipline; or, an equivalent combination of education and experience
- Requires a creative eye and experience using Photoshop
- Requires intermediate level skills in editing and retouching
- Must be detail-oriented and have experience using Microsoft Office
- Experience using Lightroom required
- Experience using Capture One a plus
- Experience coordinating the copywriting process a plus

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Thank you.

Graphic Designer

Department: Multi-Media

Reports To: COO & Creative Director

FLSA: Exempt

Summary: The purpose of this position is to produce visual solutions for use in marketing materials and publications. This position applies established branding specifications to ensure work meets guidelines, and assists in web design by providing web-ready graphics.

Essential Functions:

- Designs documentation components and creates graphics for marketing materials, publications and other media
- Creates the look and feel of websites and printed collateral
- Creates and edits images, maps out content and ideas, and designs customized layouts
- Troubleshoots and coordinates production by interacting with vendors and other staff members
- Maintains knowledge of new technology and industry trends
- Performs other duties as directed by the COO & Creative Director

Requirements:

- Requires an Associates Degree from an accredited college or university and 3 – 5 years of experience in Graphic Design or a related discipline; or, an equivalent combination of education and experience
- Requires excellent verbal and written communication skills
- Must be detail oriented and have experience working in a cross-functional environment
- Must have strong organizational skills, the ability to manage multiple projects simultaneously, as well as the ability to meet tight deadlines
- Requires experience using IN Design or Quark Xpress
- Requires demonstrated typography skills
- Experience working with a MAC platform a plus
- Copywriting experience a plus

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Web Designer

Department: Multi-Media

Reports To: COO & Creative Director

FLSA: Exempt

Summary: The purpose of this position is to design and develop websites, including layout, user interface graphics, and navigation. This position also performs various coding and programming tasks.

Essential Functions:

- Develops websites, and programs them for optimum functionality
- Configures the behind-the-scenes coding and programming
- Provides ongoing maintenance for websites by modifying and repairing them, or upgrading interfaces and increasing efficiency
- Works with Graphic Designer to integrate graphics, logo, text, video and audio into websites
- Maintains knowledge of new technology and industry trends
- Performs other duties as directed by the COO & Creative Director

Requirements:

- Requires an Associates Degree from an accredited college or university and 3 – 5 years of experience in web design or a related discipline; or, an equivalent combination of education and experience
- Requires excellent verbal and written communication skills
- Must have strong organizational skills, the ability to manage multiple projects simultaneously, as well as the ability to meet tight deadlines
- Requires experience working with a Web Design software such as Go Live or Dreamweaver
- Must be detail oriented, and have knowledge of Java Script and PhotoShop
- Requires experience creating web database solutions
- Experience using Flash, Illustrator or CSS a plus
- Experience working with a MAC platform a plus

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