

NATIONAL SCHOOL CHAPLAIN ASSOCIATION

*Creative Design Specialist

Job Description

NSCA is seeking a candidate whose primary role is to manage the day-to-day creative design for all marketing on for the organization.

This is a full-time position hybrid position in which you will work part-time remotely as well as set office hours.

Responsibilities

- Design all graphics and layouts to use in digital, social, print, video, and audio and other media.
- Implement marketing calendar to ensure consistent digital presence on all platforms. Ensure accurate reporting of donor and chaplain engagement.
- Maintain branding document for consistent branding and usage of font, images, logos, colors, etc. including website design and layout.
- Partner with communications specialists to support all special campaigns and hardcopy mailings throughout the year for donor acquisition.
- Design and create product listings for online NSCA chaplain store. Manage sales and product fulfillment.
- Support with other departments leads and CEO to determine graphic design needs and including slide decks, and PowerPoint presentations.
- Other duties may be directed by the NSCA leadership or Board of Directors

Education and Experience

- Associate' degree or higher in a marketing related field or 2-5 years of previous work experience in marketing, or non-profit org(s)

Qualifications

- Effective communication skills, including public speaking. Bi-Lingual, is a plus.
- Ability to work independently as well as with groups.
- Proven graphic design experience.
- Extensive knowledge in marketing best practices
- The ability to manage multiple projects at once; strong ability to multitask.
- Effective problem-solving talents
- Proficiency in Microsoft Office suite (Excel, PowerPoint, Word) & Social Media platforms
- Proficient in multiple graphic design platforms including Canva, Adobe, photoshop etc.
- Exceptional communication skills, both written and verbal; and social

*This position is a **supported raised** role (not a direct-hire **job**), so the future employee must develop a team of partners who provide financially for his/her full salary and benefits. We provide training, resources, and coaching to help reach their financial support goals.