



POSITION OVERVIEW

The **Visual Communications Coordinator** is responsible for the design and production of marketing collateral and publications for the affiliate and ReStore. The Visual Communications Coordinator will assist the Marketing & Communications Manager in the day-to-day operations to implement the marketing & communications plan.

PRIMARY RESPONSIBILITIES¹

- In all projects, seek to enhance name recognition and public perception through quality designs, consistent branding, and engaging content.
- Create and manage design projects for affiliate and ReStore, including, but not limited to the following:
 - Annual community report
 - Web, email, and social graphics
 - Event and fundraising materials
 - Signage
 - Advertising
 - Print publications
- Facilitate the use of affiliate brand standards and marketing toolkit to ensure organization-wide consistency.
- Manage photography and videography collection, editing and production for builds, projects, and events.
- Work with vendors to discuss project needs, solutions, and specifications.
- Support the communications editorial calendar to fulfill the marketing and communications plan.
- Proactively contribute suggestions and ideas for design projects to add value to affiliate and ReStore.
- Perform other duties as assigned by the Marketing & Communications Manager.

KNOWLEDGE, SKILLS & ABILITIES²

- Excellent graphic design and communication skills
- Able to create designs in-house working in Adobe Creative Suite
- Able to work on multiple projects, prioritize, organize tasks and time, follow up, and meet deadlines
- High detail orientation and accuracy
- Able to work well in a team environment
- Proficient in basic photography, computer skills, Microsoft Office Suite, Internet usage, and other software applications
- Able to effectively communicate verbally and in written form with a variety of individuals with diverse backgrounds, education, and communication levels
- Desire to serve within the community development and affordable housing nonprofit sector

EDUCATION

¹ This job description is not intended to be all inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

² Including but not limited to the following. These are necessary abilities to perform the primary responsibilities listed above.

VISUAL COMMUNICATIONS COORDINATOR
Development
Reports to Marketing & Communications Manager
FLSA Status: Exempt
Full-Time

2017
Job
Description

- Bachelor's degree, or experience equivalent to, in a related academic discipline (preferably graphic design, visual communication, or marketing)
- 1-3 years of experience preferred

PHYSICAL REQUIREMENT TO PERFORM THIS JOB³

- Ability to communicate with others and utilize the telephone
- Ability to be sedentary for extended periods of time
- Manual dexterity and visual acuity for computer keyboarding, office equipment use, and detailed reports and information
- Reliable transportation and valid driver's license

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

³ These are abilities the employee would need in order to perform the essential functions of the job with or without reasonable accommodations.