



Job Description

Job Title: Creative Coordinator	FLSA Status: Non-Exempt
Reports to: Director of Development and Communications	Work Schedule: Full-time
Approved by: Allison Parker, Manager	Date Approved: 1-3-2023
Reviewed by: Jennifer Boren	Date Reviewed: 1-3-2023

JOB PURPOSE: To respectfully, compassionately, kindly, and lovingly develop and design artwork and various media communications to promote Infant Crisis Services resources, community activities and fundraising opportunities for babies and toddlers in crisis.

SUMMARY

Under the general direction of the Director of Development and Communications and in collaboration with the Communications Manager, the Creative Coordinator develops creative concepts and visual solutions to effectively deliver the agency’s message and promote organizational presence in the community. This position develops, sketches, and/or prints creative design ideas for a variety of projects through originality and creative imagination.

The Creative Coordinator is expected to serve as ambassador at large for Infant Crisis Services and must demonstrate professional excellence and always perform to Infant Crisis Services’ standards of quality.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works with all departments throughout the agency to design and produce internal and external publications such as brochures, newsletters, factsheets, and presentation materials.
- Ensures adherence to brand identity.
- Maintains website to keep content up-to-date and accurate and provides graphics as needed.
- Works with Communications/Development team to develop social media and email content.
- Assists Communications/Development team with special events (including full branding) and fundraising campaigns.
- Assists with Infant Crisis Services’ clients on an as-needed basis.
- Other related duties may be directed by the Manager of Communications or designee.

SUPERVISORY RESPONSIBILITIES

None

EDUCATION AND/OR EXPERIENCE

- Bachelor’s degree in related field required
- Two (2) years creative design experience preferred.
- In order to be considered, candidates must provide a link or upload their design portfolio when applying for this position.

SKILLS AND ABILITIES REQUIRED

- Artistic capabilities with demonstrated ability to create and develop visual media in print, digital and multi-media formats.
- Self-directed in areas of design and the adept use of relevant technology.
- Must display a high level of initiative, effort, and commitment towards completing assignments efficiently.
- Ability to work with minimum supervision and demonstrate attention to detail.
- Must be able to multi-task and remain calm in hectic situations; must be able to manage multiple programs.
- Knowledge of telephone and business machine operations; skilled in the use of personal computers and related software.
- Must have a high level of interpersonal skills to handle sensitive and confidential agency, client, donor, and employee information and situations.
- Must possess ability to understand various agency operations and procedures.
- Must be able to maintain a professional, customer service-oriented attitude at all times.
- Ability to meet face-to-face with a diverse clientele, develop rapport, provide information, counsel, and refer with sensitivity to cultural issues.
- Must have the flexibility and willingness to work on occasional evenings and weekends where required.

COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS

- Proficient skills in the following Adobe programs: InDesign, Photoshop, Illustrator, and Acrobat.
- Experience with Canva and Adobe Premier Pro a plus.
- Keen understanding of digital and print best practices.
- Experience with photography and videography preferred.
- Understanding of WordPress a plus.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Oklahoma Driver's License
- Proof of auto insurance
- CPR (can be obtained through Infant Crisis Services-sponsored training)

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and talk and hear. Must have visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision enabling the incumbent to perform the responsibilities and functions of the job efficiently. Must be able to speak and communicate clearly, such as in public speaking engagements.

WORK ENVIRONMENT

The employee will work in an office environment and in close quarters with other staff and clients. The noise level in the work environment varies from moderate to loud; hectic situations can occur characteristic to working with infants, toddlers, and mothers in need. Exposure to strong odors such as soiled diapers and clothes, poor hygiene, are common.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Mission Statement:

Infant Crisis Services provides life sustaining formula, food and diapers to babies and toddlers in time of crisis. . . Because no baby should go hungry.