



Organization: Arrive Utah

Title: Marketing and Communications Specialist

Salary and Benefits: \$ 17.00 - \$20.00 (depending upon experience and portfolio)

Full-time; Excellent Benefits Package

Job Summary:

Arrive Utah is a statewide focused nonprofit that leads collaboration, engages new communities, and supports poverty alleviating initiatives with a focus on the expansion of the Circles Initiative and Bridges Out of Poverty training. Arrive Utah started within Community Action Services and Food Bank and continues to incubate within their organization. However, Arrive Utah will break off from Community Action and become a separate nonprofit in the near future.

The Circles Initiative is a national initiative which engages people and organizations in the community to move families permanently out of poverty and help them thrive. Arrive Utah supports a statewide expansion and sustainability of the Circles Initiative through training, community preparation, collaboration, monitoring, marketing, fund development and other collective impact strategies. The Marketing and Communications Specialist will manage the website and online tools; design digital and print marketing materials; manage email marketing, funding database, and other marketing campaigns; manage social media; and other related marketing and branding activities.

Primary duties include but are not limited to:

- Contribute to strategic planning of all marketing and communication efforts
- Ongoing website management
- Manage all Arrive Utah's social media accounts
- Create, develop and/or edit various media, including: illustrations, photographs, motion graphics, layouts, and web graphics. Incorporating ADA accessibility into designs and ideas
- Design digital and print marketing materials; including newsletters, reports and digital ads
- Serve as the main contact for all web, print and media vendors
- Lead project management for marketing and online projects or campaigns
- Produce photo or video content for online distribution
- Contribute creative and professional writing
- Manage email marketing and funding database

Additional skills, abilities and other:

- Ability to bridge class lines between low, middle and upper income sectors
- Ability to develop a supportive, empowering culture for diverse members of the Circles™ community

- Maintain a positive work atmosphere by behaving and communicating in a manner that fosters good relations with stakeholders, clients, co-workers and supervisors
- Treat partners, co-workers and the public in a respectful and courteous manner at all times
- Provide for the confidentiality of all services and communications, both written and verbal
- Ability to stay relaxed in the face of other people's distress
- Ability to provide one's own reliable transportation
- Strong organizational skills in managing complex tasks with autonomy
- Excellent verbal and written communication skills
- Ability to work a flexible schedule, primarily business hours
- Consistent work attendance
- Ability to write and speak passionately on ending poverty and current policies affecting low-income families.
- **Willingness to transfer from the Provo office to a Salt Lake Valley office site (TBD) in 2017**

Education and experience:

- Four-year degree in Marketing, Graphic Design, Communications, Public Relations or a related field.
- Minimum of three years experience working in Communications, Marketing or Graphic Design fields
-- Or combination of the above stated education and experience, paid or non-paid--
- Proficient with Microsoft Office Programs (especially Word and Excel)
- Experience designing newsletters, reports, online content and info graphics
- Experienced in managing websites and social media accounts
- A proficient working knowledge in graphic design with Adobe design products (InDesign, Photoshop, Illustrator and Acrobat) is required. Office computer is a PC.
- Experience working with low-income families and community services preferred

This job description is not intended to be all-inclusive and employee will also perform other reasonably related business duties as assigned by supervisory personnel.

To apply:

- Complete Community Action's job application packet found online at: <http://communityactionprovo.org/about-us/careers/>
 - Employment Application; General Narrative for Employment; Reference Release
- Send a current resume
- Send a portfolio of sample writing and design projects
 - **Portfolio MUST include a sample Facebook, Instagram, and Twitter post for Arrive Utah based on our brand style. Please review our social media accounts to see our brand style. You can find links to these account on our website at arriveutah.org.**
- Please **email** all required documents to Jen Nibley at jen@arriveutah.org with the subject: Marketing and Communications Specialist Application, [Your Name]. Please send in a **PDF format**.
 - If needed, you may drop off your application pack at Community Action Services and Food Bank (815 S. Freedom Blvd., Suite 100, Provo, UT)

Persons interested in this position must complete and submit the entire job application and other required documents. Position is open until filled.

Community Action Services and Food Bank is an Equal Opportunity Employer.