



Organization: Arrive Utah

Title: Marketing Communication Specialist

Salary and Benefits: \$17.00 - \$20.00/hour (depends upon experience);
Full-time; Benefits

Job summary:

The Marketing and Communications Specialist will manage Arrive Utah's 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.

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, Bridges Out of Poverty and Workplace Stability training. 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. 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 future.

Primary job duties include but are not limited to:

- Contribute to strategic planning of all marketing and communication efforts, as well as nonprofit wide organizational strategic planning
- 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; manage emails to Circles staff state-wide
- Consult Circles Chapters on marketing and online efforts

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; office is a shared workplace with entire team
- 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)**

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, 5+ years--
- 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, including Facebook Business Manager and Facebook Ad Manager
- A proficient working knowledge to create digital and print materials using 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 email a complete application packet. Required items listed below:

- Complete and email the following pieces of Community Action's job application packet found online at: <http://communityactionprovo.org/about-us/employment-opportunities/>
 - Employment Application
 - General Narrative Form
 - Reference Release Form
- Send a current resume
- Send a portfolio of sample writing and design projects
- **Application packet MUST include a sample Facebook, Instagram, and Twitter post you create for Arrive Utah based on our brand style. Please review our social media accounts to familiarize yourself with our brand style.**
- Please **email** all required documents in PDF format to Jen Nibley at jen@arriveutah.org -with the subject: Marketing and Communications Specialist Application, [Your Name].

Job candidates must complete and email job application packet by Tuesday, April 17, 2018 at midnight (MDT). First interviews will be on the following Monday-Wednesday (April 23-25).

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