



Graphics and Digital Media Coordinator – Part-time Position

About The Center at Belvedere

The Center is a nationally accredited, award-winning nonprofit that creates opportunities for healthy aging through social engagement, physical well-being, civic involvement, creativity, and lifelong learning. Its new home, The Center at Belvedere, is designed to be a modern, vibrant community hub.

We are committed to creating an environment that is welcoming, just, equitable, and inclusive, without biases or discrimination based on differences of any kind. We are looking for people to join us in this effort; the only healthy environment is one that reflects and respects the rich diversity of the communities we serve.

About the Position

As we expand to meet the needs of a growing population, effective marketing is key to fulfilling our potential as a community resource. Reporting to the Marketing and Communications Director, you will support the mission of the organization through design and production of print and digital communications across multiple platforms, bringing The Center's brand to life to inform and engage a broad range of audiences.

In return we offer an environment where everyone's opinion matters, where new ideas are welcome, and where everyone appreciates the value of a healthy work-life balance. The opportunity for growth into a wider range of marketing and communications activities is available.

About the Ideal Candidate

You have excellent communication skills, good judgment, and a sense of humor, and thrive in a fast-paced environment that requires both individual and collaborative effort. You are a whiz with Adobe Creative Suite, revel in creating social media posts that grab attention (in a good way), have an eagle eye for detail, enjoy print and digital design equally, and are not afraid of using an X-ACTO knife.

Qualifications

Required

- 3 years of work experience in graphic design and website and social media content design
- Expertise in Adobe Creative Suite products (InDesign, Photoshop, Illustrator, etc.)
- Proficiency with CMS platforms, Google Analytics, and Microsoft Office Suite
- Familiarity with social media platform management and integration
- Reliable self-starter who is highly detail-oriented, accountable for meeting deadlines, and able to take direction while managing multiple competing priorities

Preferred

- Bachelor's degree in related field
- Experience with video production and editing
- Basic HTML and/or CSS skill
- Photography and videography skills a plus

Essential Responsibilities

- Design and produce print newsletters, social media graphics, website content, and other collateral
- Maintain a comprehensive social media strategy that includes using social media marketing techniques to increase visibility, membership, and traffic
- Respond to inquiries received through social channels in a timely manner
- Create and manage website content to ensure it is current, dynamic, and relevant
- Coordinate and distribute weekly e-newsletter
- Provide creative support to other departments, including working with them to develop social media content
- Regularly retrieve analytics for social media and website and report on performance
- Related duties as required or assigned

Work Hours & Benefits

This a part-time role at 20 hours per week with flexible working hours. Hourly rate of \$15–\$25 is based on experience to start. Benefits include vacation, sick leave, a matching 403(b) plan, and national holidays.

To Apply

Please email your resume, link to online portfolio, and a cover letter to virginia@thecentercville.org with “Graphics and Social Media Coordinator” as the subject line. In your cover letter, please speak directly to your experience and your interest in working with The Center.