

JOB DESCRIPTION

POSITION TITLE: Creative Production Associate

DEPARTMENT: Marketing

REPORTS TO: Assistant Director of Marketing

CATEGORY: Full-time, Exempt

OVERVIEW: Jewish Federation of Greater Atlanta ("Federation") is continuing to build a diverse team of highly motivated and qualified individuals with a variety of skill sets to create a new model of 21st century community engagement and philanthropy. Federation is looking for candidates who are forward-thinking, motivated, have a positive attitude and enjoy working in an inclusive, dynamic environment.

PRINCIPAL FUNCTION: The Creative Production Associate will work with a passionate team of Federation marketing professionals and be directly responsible for all logistics and production needs pertaining to all physical and visual materials, including outside vendor communications, design application to branded items, and internal collateral organization/management. An additional core function of this role is to design small digital assets such as mastheads, make small design edits to larger pieces, and edit/proofread outgoing written materials. This role is multi-faceted and requires someone who is excellent at project and time management, very detail-oriented, has an eye for design, and is a team player ready to support colleagues in their various roles.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Design & Text Editing & Optimization

- Edit/proofread all long-form copy that is produced for everything that gets published by our department (newsletters, blog posts, etc.)
- Create and edit digital branded visual elements (flyers, mastheads, etc.) in Canva and Adobe when needed
- Manage all visual-based Sharepoint folders including logos, photos, and other branded assets

Outside Vendor Management, Printing, & Physical Production

- Identify, hire, and manage all outside vendors for collateral production such as printers, publications, online vendors, etc.
- Be proactive in comparing quotes and quality of work, and finding the right vendors for Federation
- Take the lead on internal printing needs, mailings, and anything else pertaining to the mailroom
- Manage all postage accounts, including bulk mail, to ensure funds are always available for mailings



Jewish Federation OF GREATER ATLANTA

Other

- Support all marketing team members in their various functions when projects come up that require an extra hand, especially the Marketing Coordinator with traffic management needs
- Gain a deep understanding of all portfolios, their functions, their target markets, donors, and recipients, so that we can best support them in reaching their goals

The above job duties and responsibilities describe the general nature and level of work for an employee in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of employees in this job.

QUALIFICATIONS:

- Bachelor's degree in communications, marketing, administration, or a related field
- 1-3 years in production and logistics
- Experience working with outside vendors and printers
- Ability to manage competing priorities
- Excellent organizational and time management skills
- Excellent verbal and written communication skills
- Superior project management skills
- Strong attention to detail and proofreading skills
- Strong design skills in Canva is required, InDesign skills is a plus
- Team player with a positive attitude and a willingness to learn and grow

PHYSICAL REQUIREMENTS:

Intermittent standing and walking with prolonged periods of sitting at desk or in meetings. Must be able to meet in-person with employees and clients as well as occasionally attend Federation events in-person on nights and weekends. The employee must sometimes lift and/or move up to ten pounds.

COMPENSATION: The salary range for this position is \$51,000 - \$56,000 plus a comprehensive benefits package. Anticipated salary near midpoint; commensurate with experience.

Jewish Federation of Greater Atlanta provides equal employment opportunities to all applicants and prohibits discrimination with regard to race, religion, age, sex, national origin, sexual orientation, gender identity or expression.