



Job Description

POSITION: Graphic Design and Platform Content Coordinator

LOCATION: Woodland Hills, CA

REPORTS TO: Director of Corporate and Community Engagement

FULL TIME HOURS: 40 hours/week; 9:00am to 5:30pm. Some evenings and weekends may apply.

Overview

We are a locally run, independent, 501(c)(3) non-profit organization, building houses and futures for low-income Veteran families. We specialize in building the unique Homes for Families Enriched Neighborhood Model, which we are currently building for low-income veterans and military families.

Our Mission

To build resiliency, economic growth, neighborhoods, and homes for veteran families.

Our Core Values

- Advocacy for the elimination of substandard housing & the creation of safe neighborhoods for Veteran Families
- The importance of home stability in addition to the opportunity for advancement
- Excellence in home construction and volunteer experiences
- Inclusion, diversity and respect for all
- Collaboration
- Environmental and financial sustainability

Our Recipients & Friends

- Low-income Veteran families
- Veterans, service-disabled veterans and families of the fallen
- All populations interested in volunteerism, including youth
- All who are interested in financially advancing our mission

Principle Responsibilities

1. Assist in all aspects of marketing campaigns, materials, branding on website, and print (newsletters, flyers, invitations, annual report, etc.), direct mail, newsletters, construction updates, and more.
2. Graphic Design: event t-shirts, flyers, invitations, website stories, newsletters, publications and other print or electronic communications
3. Assist with Creative campaigns and development of materials.
4. Assist with Platform campaign creation and maintenance.
5. Assist with campaign and event completion materials/actions.
6. Handle multiple projects simultaneously while ensuring all are completed within deadline and specified budget.
7. Other duties as assigned

Experience & Qualifications

- Demonstrated experience in non-profit marketing, graphic design, proof reading and administration.

- Advanced knowledge of HTML, XHTML, CSS, CMS and PHP.
- Software application skills required: Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Acrobat, Adobe Fireworks, Adobe Flash Adobe Dreamweaver, BBEdit and FTP.
- Knowledge of JavaScript, JQuery, XML, PHP, dynamic, HTML, and experience with NetCommunity.
- Knowledge of fundraising platforms such as Blackbaud, Etapestry, firstgiving, and others a plus.
- Photography skills a plus.
- Competent in Microsoft Office, Excel, Word and PowerPoint.
- A strong team player who is successfully able to collaborate with all departments/levels of the organization and with outside third parties in a highly professional, pleasant, and courteous manner.
- Must have the ability to develop and sustain collaborative relationships.
- Able to work well under pressure while handling multiple projects simultaneously in a fast-paced environment. Ability to recognize, prioritize, and respond to changing needs.
- Excellent attention to detail coupled with strong organizational skills.
- Excellent English language oral and written communication skills.
- Excellent attendance and be must be accountable for quality of work.
- Able to lift up to 20 lbs and stand for extended periods of time
- Must possess valid driver's license with current auto insurance. .
- Familiarity with military a plus.
- Bachelor's degree required.

Please e-mail cover letter and resume, with salary requirements to: ddeleon@homes4families.org.