

Communications Associate

The Southeast Community Organization (SECO) and the Greater East Side Community Councils are seeking a creative self-starter with excellent communication and graphic design skills.

This position will help two of the City of St. Paul's district councils, the Southeast Community Organization (SECO) and the Greater East Side Community Council (GESCC), in outreach and engagement activities. Our work involves helping inform and engage City of St. Paul residents in activities happening in our communities and decisions being made at the city level.

This position will be approximately 18 hours a month at Southeast Community Organization and 40 hours per month at Greater East Side Community Council.

Required Skills and Knowledge

- At least one year of semi-professional experience in graphic design. Education level is flexible. We need someone who is professional and can commit to the time needed.
- Creative and flexible problem-solver.
- Excellent graphic design skills that reflect our organizations brands and communicate clearly with our target audiences.
- Able to work in a Microsoft Word platform, including Publisher, and Google Docs.
- Able to work within a very small budget, with most documents printed in house.
- Demonstrated design skills on paper, and online through websites and social media.
- Strong planning, paperwork and digital organizing skills.
- Strong communications skills to keep supervisor apprised of tasks and hours.
- Ability to meet deadlines and follow-up with tasks and projects.
- Ability to work with people of diverse backgrounds and interests.
- Ability to prioritize duties and use time efficiently.
- A self-starter with the ability to manage their work time well, and to complete tasks thoroughly and accurately.
- Familiarity with social media platforms and organizational pages

Preferred Skills and Knowledge

- A connection to the community St. Paul, preferably the east side.
- Priority is given to individuals of color who represent the east side.
- Able to speak Somali, Hmong, Spanish or any other language besides English.

Job Duties

- Design posters, flyers, postcards and other print materials for upcoming events based on guidance from the supervising staff at each organization.
- Help produce a monthly e-newsletter through Mailchimp for SECO and Constant Contact for GESCC as well as the annual print newsletter for GESCC
- Post and curate fresh and lively content on our Facebook, Twitter and Instagram pages. Use creativity to not only share current event information, but to drive people to organizations' websites, and encourage sign-up for newsletters.
- Update SECO's website content through Weebly and GESCC's through Wordpress
- Assist with proofreading and editing on internal and external communications.
- Support community outreach and other organizing initiatives.

- This position may include other duties as requested (assisting with community events, for example)

Compensation

This is a part-time employment position (not contracted).

The pay rate is \$15.50/hour.

From SECO, you are also eligible to receive a small cell phone and internet stipend. Details upon hiring.

An HP laptop may be available for use. We do not have design software.

**Position will be a work-from-home job until at least July 1, 2021.

Please send a resume, a statement of interest, 3 professional or educational references, and up to 5 examples to your work (via websites, Google docs, etc).

Betsy@southeastside.org by February 15, 2021.