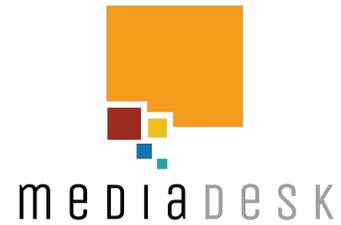


APPLICATIONS BEING ACCEPTED UNTIL AUGUST 1, 2021

POSITION DESCRIPTION

MediaDesk is seeking communications professionals to serve on our multifaceted creative team. Team members will work with community stakeholders, nonprofits, media outlets, government agencies, and other creative professionals on branding, messaging, outreach, and marketing campaigns.



Flexible collaborative structures are possible including contract, full- and part-time employment, and project-specific partnership. Remote scenarios considered.

Communication Associate

Communication Associates are highly organized multi-taskers and creative thinkers. Associates combine story + strategy to support marketing and communications campaigns of all sizes. As such, they are involved in day-to-day operations and are part of a creative team that includes graphic designers, social media and web tacticians, and other media-makers.

As a communications associate, you may find yourself leading a media strategy session with an organization working to end childhood hunger one day, and putting together a monthly newsletter for a government agency responsible for protecting public lands the next. In both scenarios, to put it all together you will be able to collaborate with a team of creative experts in graphic design, social media, web, video, and project management who share your desire to make a positive impact in the world through creative, compelling, and effective media.

Duties and Expectations:

- Support client-specific needs including messaging and media strategy development, social media management, website maintenance, creative and technical writing, earned media, as well as digital and print product layout and some graphic design.
- Interface with clients to gather information, clarify timelines and be the principal point of contact for client needs.
- Partner with in-house and external creative collaborators in the production of necessary collateral.
- Review and analyze key data points and provide recommendations for continued maximization of media and outreach efforts.

- Develop creative briefs and treatments to guide project-specific work.
- Facilitate client meetings, including strategy sessions, and provide detailed, comprehensive notes of critical client meetings.
- Participate in internal coordination meetings to ensure client success.

Qualifications & Experience:

- Bachelor's degree or equivalent work experience
- Strong communication skills
- Attention to detail
- Deadline driven
- Problem solver
- Working understanding of industry trends as well as creative tools, such as social media, web development, eNews platforms, and the Adobe Creative Suite.
- Experience working in or with the nonprofit or government sectors

SOFT SKILLS:

- Curious creative and collaborator
- Open-minded, willing to learn something new, not rigid in beliefs or expectations
- Good customer service skills, able to communicate equally well with both tech-savvy and non-technical audiences
- Possesses a growth mindset and has a willingness to receive feedback on creative products
- Desire to use data, not just aesthetics or past decisions, to inform future decisions and adapt strategies and creative mobilization tactics

About Us:

MediaDesk is a values-based creative agency that works exclusively with nonprofit and public sector organizations. Our work makes sure great causes stand out and stick around, and we help power positive change. Our company culture encourages all team members to ask questions and speak up when help is needed. We maintain an incredible team of designers, communication specialists, web developers, digital strategists, media planners, videographers, illustrators, animators, and other makers of all types who live and breathe our core values. While work takes us all over, we remain headquartered in our hometown of Albuquerque, NM.

How to Apply:

Interested applicants must submit a cover letter and resume to hello@mediadesknm.com. Both documents should indicate the job you are applying to. You may also include links to portfolios or relevant work samples. Applications will not be considered if submitted by any other means.