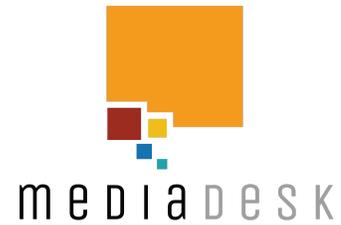


POSITION DESCRIPTION

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 contracting, full- and part-time employment, and project-specific partnerships. Partial and full remote scenarios will be considered.

Project Coordinator

Where others just see a spreadsheet, numbers, or multilayered calendars, you see a structured plan for ensuring projects are finished both on time and on budget. Through all the data, you see an upcoming pitfall and are able to navigate the creative team and our clients around it, over it, or through it. In your personal life, you're the person who loves to plan the vacation but who is able to adjust when your travel partner forgets to pack toiletries or misses the train. In short, you're a planner and a problem solver who's not fixated on what happened but has a gaze set on moving forward.

Project coordinators at MediaDesk have the opportunity to facilitate diverse projects with lots of moving parts and within the creative constraints of both time and budget. You support the project manager and creative team in gathering resources to implement upcoming projects and providing coordination with collaborators and staff on production schedules. Your main duties involve tracking budgets and work schedules and organizing and participating in internal and external meetings to ensure tasks are tracked and deadlines are met. Most of the time you get to deliver good news when projects are on time and on budget, but you also deliver (with tact) prompts to pick up the pace or scale back production costs when necessary.

Duties and Expectations:

- Participate in project design meetings and propose improvements as necessary
- Evaluate potential problems and develop solutions
- Plan and manage project goals, schedules, and necessary adaptations
- Coordinate all team members in a collaborative and non-supervisory relationship to keep workflow on track
- Manage project-related paperwork by ensuring all necessary materials are updated and properly archived
- Support project correspondence by preparing and reviewing project proposals, memos, meeting minutes, and emails

- Communicate with clients to ensure a shared understanding of progress, as well as impacts to schedule and budget resulting from modifications or delays
- Adhere to budget by monitoring expenses and suggesting cost-saving measures

Qualifications & Experience:

- Proven experience in coordinating multifaceted projects
- Highly accountable
- Strong communication skills with ability to communicate with both staff and clients
- Attention to detail, even under pressure
- Deadline driven
- Problem solver
- Experience with Asana and other associated project management tools

Soft Skills:

- Adaptable — sets a plan but recognizes that things don't always go according to plan
- Open-minded, willing to learn something new, not rigid in beliefs or expectations
- Good customer service skills, able to communicate with staff and clients
- Possesses a growth mindset and has a willingness to receive feedback on work
- Desire to use project data to inform decisions and adapt schedules
- Systems thinker that can recognize the potential impacts of modifications on longer-term goals

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.