

Position Description:

Communications Strategist

Leaders. Problem solvers. Creative thinkers. Ambassadors. Communications Strategists at MediaDesk own projects and lead the way, clearing the path for the team to create our best work. Strategists take great care of clients and the team, adeptly balancing client requests, creative ideas, and contracted scopes of work to execute projects cleanly and clearly. They are leaders on the team, essential in our process to create beautiful and meaningful communication materials including high-quality brands, messaging, websites, materials, graphics, social content, and ads that support clients and causes we believe in.

Communications Strategists are highly organized multi-taskers, collaborative teammates, and strategic thinkers. They work across MediaDesk's team to support our clients and serve their needs. They are responsible for keeping projects on target and on budget, working closely with operations to adjust and adapt to best serve clients and our team.

Location:

In-person preferred (Albuquerque, NM), Remote considered.

Duties and Expectations:

- Interface with clients, representing the agency and our best work
- Lead strategy work, helping clients to clearly establish goals, audiences and tactics
- Own client strategies with the team, ensuring MediaDesk's creative work maintains a strong alignment with the client's defined strategy
- Lead implementation and maintain client work
- Anticipate our clients' ongoing communications needs, suggesting improvements and identifying opportunities ahead of the curve
- Maintain frequent communication with our clients, anticipating, guiding, and supporting their needs
- Consult directors and mobilize MediaDesk's designers, web professionals, creative collaborators, and specialists to serve our day-to-day client requests
- Lead MediaDesk's team to produce client materials for varied audiences, including messaging, materials, websites, graphics, and social
- Guide Communications Associates in their day-to-day work and support their growth
- Keep projects within the bounds of the scope of work, budget and timelines (in partnership with Operations Team)
- Review work, troubleshoot, and provide feedback to the team

Professional Experience Required:

- Professional experience in the communications field (5 year minimum)
- Bachelor's degree or higher (preferably in communications, journalism, English, arts, or business)
- Customer service experience (1 year minimum)
- Client experience (3 years minimum)
- Experience with Adobe Creative Suite, Google Workspace
- Writing experience in a professional setting

Important Skills:

- Highly organized. Demonstrated ability to prioritize complex work-flows
- Fast learner and independent thinker
- Stellar communication and problem-solving skills
- Collaborative and team-oriented
- Ability to support a range of colleagues and collaborators, including directors, designers, videographers, photographers, writers, animators, talent, etc.
- Elevated soft skills to work well with different personality types

Experience in the nonprofit, foundation, or government sectors are a plus.

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, and other makers of all types who live and breathe our core values. While our work takes us all over, we remain headquartered in our hometown of Albuquerque, NM.

Don't let the fact that we work predominantly with nonprofits give you the wrong idea. We put people first and offer a competitive compensation package. In addition to market-based salaries, we also provide a robust Employee Care Program that includes flexible work options, health care, retirement, and a generous leave program.

Salary Range:

\$75K - 90K commensurate with experience. Additional stipend provided to bilingual teammates.

How to Apply:

Interested applicants must submit a cover letter and resume to jobs@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.