



Job Title: Multimedia Design and Content Manager

Location: Houston, TX

Type: Salaried, Full-Time

Reporting to: Chief Executive Officer

WHO WE ARE

The mission of Faith In Practice is to improve the physical, spiritual, and economic conditions of the poor in Guatemala through short-term surgical, medical, and dental mission trips and health-related educational programs. Our mission is based on an ecumenical understanding that as people of God we are called to demonstrate the love and compassion that is an outward sign of God's presence among us. Faith In Practice's life-changing medical mission is to minister to the poor, while providing a spiritually enriching experience for our volunteers.

JOB SUMMARY

The Multimedia Design and Content Manager develops and oversees all design components for print and digital media outreach. This position will manage social media accounts, email marketing accounts, and website content and design. The Multimedia Design and Content Manager will also assist in writing, editing, and proofreading content for all platforms along with maintaining all photo and video assets.

KEY TASKS AND RESPONSIBILITIES

- Create and project manage visual graphics for all external communications including but not limited to website content, social media posts, e-mail communications, logos, one sheets, marketing materials, press releases, invitations, presentations, event graphics, infographics and tool kits.
- Update and manage website design and content, including blog.
- Create and edit video content for different platforms, including social media, volunteer teams, blog, website and offline sharing.
- Manage third-party agencies/contractors and any outsourced projects, as required.
- Manage social media editorial calendar, track and report on platform outreach metrics, monitor accounts and engagements.
- Project manage email content across departments, maintain marketing lists, and report on campaign analysis.
- Work with printing professionals to obtain price quotes, conduct press checks and/or review/approve printer proofs as needed for each project.
- Develop and maintain accurate communication outlet media lists including, broadcast, newspaper, magazine, and hospital publications.
- Take and maintain photos to document company events/programs for record keeping and promotional purposes.
- Support and oversee photography and videography projects.
- Upload, organize, and manage all photo and video assets.
- Serve as guide for organization's visual identity, ensuring brand and messaging consistency across all mediums.

- Ensure quality control for design and print work, inspect work for accuracy, color consistency and flaws, ensure projects adhere to brand/design standards, and work with Communications team to ensure content, grammar and formatting are appropriately reviewed and consistently adhere to a high standard.
- Support volunteer teams through uploading photos and creating video content.

EDUCATION AND EXPERIENCE

- Degree or equivalent experience in digital design/content management role.
- 3-4 years' experience in related field.
- Current portfolio with examples of relevant work.
- Experience in social media content design and familiarity with best practices for graphics and video concept on social media platforms (YouTube, Facebook, LinkedIn, Twitter, Instagram).
- Technically proficient with the ability to troubleshoot, problem-solve, work independently and collaboratively with colleagues and departments.
- Ability to evaluate data, draw conclusions and make recommendations.
- Solid verbal and written communications skills.
- Excellent organizational skills, attention to detail, and the ability to prioritize multiple projects and tasks simultaneously while meeting deadlines.
- Flexibility in working some evenings and weekends and ability to travel to Guatemala on occasion.
- Adobe Creative Suite (mainly InDesign, Illustrator, and Photoshop), Dropbox, video editing software (Premiere, Final Cut Pro) and Microsoft Office (including Word, Outlook, PowerPoint and Excel).
- Familiarity with website and social media analytics tools.
- Standard office equipment operation in required software applications, including Adobe Creative Suite (Photoshop, Illustrator, InDesign, Flash), Project Management.
- Constant Contact or similar. and WordPress or similar CMS.