



COMMUNICATIONS & MARKETING SPECIALIST

JOB SUMMARY:

Property management company seeks: Communications & Marketing Specialist displaying integrity, loyalty, confidentiality, and professionalism at all times with co-workers and clients

SCOPE:

The Communication & Marketing Specialist is a part-time employee, paid hourly. They will report to the Communications & Marketing Manager and will be responsible for assisting them with graphic art needs, social media and special projects.

GENERAL RESPONSIBILITIES:

- Design flyers, company signage, vehicle wraps, event promotional material, social media graphics, etc. (Adobe Creative Cloud)
- Monitor and execute editorial calendar for digital marketing efforts, including social media post scheduling (Hootsuite)
- Coordinate print, swag and other material needs with vendors
- Website content updates and graphic creations (Wordpress)
- Handle tasks related to department and ongoing projects, as assigned

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge:

The position requires knowledge in the following areas:

- Intermediate/Advanced understanding of Microsoft products
- Intermediate/Advanced use of Adobe Creative Cloud, specifically Illustrator but also general use of Photoshop and InDesign
- Intermediate File compression
- Intermediate Press/print file preparation
- HOA knowledge is helpful but not required
- Advanced writing and communication skills

Skills:

The incumbent must possess the following skills:

- Creative concept generation and development skills
- Brand guideline adherence
- Graphic design and publishing layout skills
- General file management and organization of creative files
- Effective verbal and listening communication skills
- Attention to detail and high level of accuracy

- Very effective organizational skills
- Problem solving
- Computer skills

Personal Attributes:

The incumbent must also demonstrate the following personal attributes:

- Keep confidences
- Be honest and trustworthy
- Be respectful
- Be flexible and adaptable
- Demonstrate sound work ethics
- Good sense of humor

EDUCATION & WORK EXPERIENCE QUALIFICATIONS:

Associates degree or equivalent work experience and/or minimum 2 years of administrative assistant experience. **Note:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill, and/or ability required and are not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with this job.

To Apply: Email Letter of Interest, Resume & Wage Requirements to [*jobs@hoaliving.com*](mailto:jobs@hoaliving.com).