

<b>Job Title:</b>	<b>Communication &amp; Creative Media Specialist</b>	<b>Classification</b>	Full time salaried position
<b>Department:</b>	Communications	<b>Compensation &amp; Benefits</b>	
<b>Reports to:</b>	Director of Communications	Annual salary range is between \$40-\$47K. Employer provided health insurance 401(k) retirement plan 3 weeks paid vacation (up to 5 weeks with 5+ years of service) 12 days paid office holidays Professional development opportunities Flexible work environment	
<b>Location:</b>	Detroit-area preferred, remote possible		
<b>Travel:</b>	Occasional		
<b>Direct reports:</b>	Interns, Vendors and Consultants		
<b>Key relationships:</b>	Development Team, Executive Director, Research Team		
<b>Job Role</b>			
<b>Role Overview:</b>	The Communication & Media Specialist supports the Director of Communications in all aspects of communication across the organization. These include donor communications both print and virtual, partner communications, research publications, and institutional communications such as the website and social media. This position leads the production of ISPU's creative assets, website management and other key technical roles.		
<b>Accountabilities</b>			
<b>Key Accountabilities / Responsibilities:</b>	<b>Key Activities</b>		<b>% Time on Task</b>
<b>Website and Social Media</b>	<ul style="list-style-type: none"> <li>● Maintain website; ensure the most up-to-date news items, staff and board lists, and program and institutional information;</li> <li>● Create and maintain website landing pages for events, research publications, online toolkits, and scholars;</li> </ul>		25%

	<ul style="list-style-type: none"> <li>● Create graphics for social media and support presence as needed;</li> <li>● Lead Social Media Street Team.</li> </ul>	
<b>Donor/Partner Communications</b>	<ul style="list-style-type: none"> <li>● Create and maintain design layouts for communications;</li> <li>● Create and manage sending of communications through Constant Contact including newsletters, event invites, research publication announcements, etc.;</li> <li>● Craft digital communications strategy for fundraising campaigns, across websites, social media, and other digital platforms.</li> <li>● Manage vendors related to development events and projects.</li> </ul>	30%
<b>Events</b>	<ul style="list-style-type: none"> <li>● Along with Director of Communications, support the audio/visual needs of ISPU events including testing equipment, live streaming, recording, posting to social media and website;</li> <li>● Design promotional flyers;</li> <li>● Draft and sent event invites in Constant Contact;</li> <li>● Create event postings on website and Eventbrite;</li> <li>● Other event logistics as needed.</li> </ul>	5%
<b>Research Publications</b>	<ul style="list-style-type: none"> <li>● Support the research publication process as needed including managing copy editors and working with designers and printers;</li> <li>● Create graphs and infographics;</li> <li>● Design research reports in-house, when necessary.</li> </ul>	15%
<b>Collateral Materials</b>	<ul style="list-style-type: none"> <li>● Support the creation and updating of ISPU materials including annual report and donor and partner outreach materials;</li> <li>● Write monthly e-newsletters and manage email list membership;</li> </ul>	15%

	<ul style="list-style-type: none"> <li>● Facilitate creation of other institutional materials as needed</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>● Support impact measurement;</li> <li>● Maintain communications library and files;</li> <li>● Take part of staff meetings and strategic planning;</li> <li>● Other duties as required by supervisor.</li> </ul>	10%
<b>Candidate Qualifications</b>		
<b>Education &amp; Certifications</b>	<ul style="list-style-type: none"> <li>● Bachelor’s degree in any of the following or a comparable area of study: communications, graphic design, journalism.</li> </ul>	
<b>Essential Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>● Excellent communication skills, both oral and written; above average writing and editing skills;</li> <li>● Full literacy with Microsoft Office programs;</li> <li>● Experience video editing in some capacity;</li> <li>● Knowledge of HTML;</li> <li>● Familiarity with WordPress and Squarespace;</li> <li>● Above average graphic design skill and familiarity with InDesign, Acrobat and similar platforms;</li> <li>● Extremely detail- and process-oriented with an entrepreneurial spirit;</li> <li>● Flexibility and cross-team collaboration;</li> <li>● Ability to manage multiple work streams;</li> <li>● Ability and desire to self-direct work flow according to agreed upon priorities without daily direction;</li> <li>● Ability to identify needs in work streams and address them without direct requests;</li> <li>● Ability to take initiative and follow through consistently;</li> <li>● Ability to occasionally work flexible hours, including evenings and weekends as needed;</li> <li>● Highly motivated, organized and comfortable with strict deadlines.</li> <li>● Passionate, creative thinker who is proactive in driving new initiatives.</li> </ul>	

Desirable Knowledge and Experience	<ul style="list-style-type: none"><li>● Experience working in a start-up environment;</li><li>● Strong understanding of and interest in the American Muslim community.</li></ul>	
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