



Community Outreach Specialist (Multimedia)

About Us:

Cortez Consulting Services (CCS) is a public engagement firm in Austin, Texas whose focus is in designing new ways to effectively engage the public, particularly those individuals who are traditionally left out of the conversation. CCS's work includes supporting residents through the public involvement process for: master plans, new development, transportation/mobility initiatives and capacity building projects. The organization strives to build alliances and employ culturally inclusive practices that will create positive relationships within the community.

Job Summary:

Cortez Consulting is looking for an enthusiastic individual to support our communication efforts as our Community Outreach Specialist. We are seeking a dynamic individual to deliver creative and effective promotional materials for all our public engagement projects. This will be a cross-functional position where the individual will also support the office with public engagement and outreach.

Below are the following competencies we are seeking in our new team member.

- At least 2-4 years of graphic design, marketing experience, public relations or related fields.
- Proficient working knowledge of Apple OS X, Microsoft Office for Mac Suite, and Adobe Cloud/CS. Our office primarily uses Canva, Adobe Illustrator, Photoshop, and InDesign.
- Experience managing institutional or business social media accounts strongly preferred.
- Strong design portfolio with examples of branding and promotion to diverse communities.
- Experience with email marketing programs such as MailChimp, Constant Contact, etc.
- Ability to prioritize and handle multiple tasks in a high volume and fast-paced environment.
- Comfortable working independently and collaboratively in a team.
- Strong problem-solving skills with attention to detail and accuracy.
- Excellent interpersonal skills with ability to relate and speak with the general public.
- Ability to maintain a high-level of professionalism and confidentiality.

The following outlines some of the general job duties of this position:

- Responsible for developing, expanding, and maintaining our marketing channels.
- Develop content for marketing materials and provide guidance on messaging.
- Design flyers, FAQs, postcards, social media graphics, and reports.
- Research best practices to market public workshops, meetings, and events.
- Support promotion of the firm via social media accounts (Twitter, Facebook, Instagram).
- Create materials for public meetings such as surveys, comment cards, sign-sheets, etc.
- Work closely with vendors to get marketing projects completed and printed.
- Assist staff with outreach and presentations for public meetings.



Required Qualifications:

- A bachelor's degree in graphic design, marketing, communications or public relations.
- At least 2-4yrs experience working on similar projects.
- Proficient in Adobe applications: InDesign, Illustrator, and Photoshop
- Available to work some weekend and evening hours.
- Must have reliable transportation.
- Comfortable working on controversial or hot button community projects.

Preferred Qualifications:

- Digital photography and video production skills a plus.
- Proficiency in web design or WordPress useful.
- Bilingual with ability to read, write, and speak Spanish.
- Interest in gaining experience in the field of public engagement.

Compensation:

This is a full-time position with health insurance benefits. The salary range for this position is \$38,400-\$44,100.

Interested candidates should submit a one-page letter of interest, resume, and a list of three professional references to info@cortezconsulting.com by **April 22, 2019**.

No phone calls please. Only qualified candidates will be contacted for in-person interviews.