Visual Communications Coordinator
Austin Community College

Job Title	Visual Communications Coordinator
Department	Administrative
Institution	Austin Community College
	Austin, Texas
Date Posted	Sep. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Communications/Public Relations
	Graphic Design/Marketing
Apply Online Here	https://apptrkr.com/5677634
Apply By Email	
Job Description	

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Visual Communications Coordinator

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

If you are a current Austin Community College employee, please click this link to apply through your Workday account

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:
Visual Communications Coordinator

Job Description Summary:
The Visual Communications Coordinator is responsible for executing E3 Alliance communications and branding creative through engaging, relevant, and timely visuals for messaging across all channels. This role reports to the Director of Communications and provides a shared service to other E3 Alliance teams.

The Visual Communications Coordinator will be responsible for designing materials to be distributed in print and online, including presentations, newsletters, events, social media, websites, videos, media relations, and more.

The Visual Communications Coordinator will work closely with internal staff and external partners to protect and grow our brand throughout Texas.

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About E3 Alliance:

E3 Alliance is a nonprofit organization leading the charge in the relentless pursuit of education transformation for Texas students. Founded in 2006, E3 Alliance is a Texas-based education collaborative that leverages data to serve as a catalyst to impact educational outcomes for all students-cradle to career. Partnering with school, community, and business leaders, E3 Alliance brings together diverse voices to collaborate and build a strong, equitable education pipeline that delivers a trained and educated workforce while creating long-term, systemic change.

Our Core Values: Collaboration | Data-driven | Equity | Learning | Relentless

E3 Alliance is an equal opportunity employer and has a Best Place for Working Parents 2024 designation for the 4th year in a row.

At E3 Alliance, we value both the effectiveness of remote work and the importance of in-person collaboration. E3 Alliance offers the flexibility of working remotely with some regularly scheduled and ad hoc meetings and initiatives requiring time in-person in the office with team and community partners. All staff must live in the greater Austin area.

Job Overview

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Primary Duties and Responsibilities:

- Maintain E3 Alliance Brand Style Guide, and accompanying materials, including logos, color palettes, icons, photography, business cards, name tags, data design standards, etc.

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- Develop marketing assets, reports, thought papers, videos, slide decks, and other collateral for teams to use in their work.

- Work with fulfillment partners to bring print materials from ideation to print.

- Develop, design, and maintain templates for the internal E3 Alliance staff to use, including slide decks, letterhead, reports, Microsoft or Google Drive templates, and more.

- Assist staff with special project presentations, including slide deck presentation layout, images, data design, editing, and proofing.

- Train internal teams on brand standards to ensure communications are consistent and professional.

- Work closely with E3 staff to effectively represent the work of E3 Alliance and build our brand in all communications.

- Provide visual communications support for events and other external communications.

- Design for, edit, and update the E3 Alliance WordPress website.

- Create and design social media graphics in support of external events, data and research releases, collaborations and partnerships, and more.

- Maintain and organize the E3 Alliance asset library.

Qualifications:

Education

- Bachelor of Science or Arts in graphic design, visual media, marketing, communications, or related field. In lieu of a four-year degree, four years of additional work experience acceptable. If you have an Associate of Arts degree or advanced certificate, two years of additional work experience is acceptable.

Experience

- 3-5 years of graphic design, marketing, and/or communications experience.

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- Experience working in education preferred.

Required Specific Skills

- Strong graphic design skills and demonstrated proficiency in transforming complex information into engaging and understandable graphics for a range of audiences.

- Intermediate to advanced experience with Adobe Creative Suite, in particular InDesign, Photoshop, Lightroom, and Illustrator.

- Experience with WordPress or other content management systems.

- Proficiency with Microsoft Office suite, including Word, Excel, PowerPoint, and Teams.

- Proficiency with Google Drive, including Docs, Sheets, Slides, and Forms.

- Experience developing and/or working with a brand style guide.

- Strong verbal and written communication skills. A strong ability to communicate your ideas and vision to a variety of stakeholders.

- Highly organized with strong project management skills.

- Strong attention to detail.

- Ability to actively listen, engage, and collaborate with non-communications professionals.

- Experience working with Canva, Hootsuite (or similar), Constant Contact (or similar) a plus.

- Experience managing and/or working with a digital asset manager a plus.

- Accessibility

- Bilingual in English and Spanish a plus.

Compensation and Benefits

E3 Alliance is supported by founding partner Austin Community College District (ACC), and through

this partnership utilizes ACC payroll and human resource systems. Through ACC, E3 Alliance staff have access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

Salary Range: $70,000 - 80,000

- Salary based on experience and expertise

- Health care and dental insurance, TRS retirement benefits, disability insurance, and other standard ACC benefits

- E3 Alliance is unable to support candidates who require sponsorship to work in the United States

- This position is grant-funded, but does not have a defined timeframe and is intended to be a full-time, ongoing position

To be considered for this position applicantsmust**:**

- Upload your resume and cover letter when submitting your ACC application

- Complete the E3 Alliance Employment Questionnaire: E3 Alliance Employment Questionnaire

Number of Openings:
1

Job Posting Close Date:
October 10, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

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The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/Visual-Communications-Coordinator_R-6734

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Administrative

Austin Community College

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