

for **EMPLOYMENT PREPARATION PHASE I**

JOB POSTING FOR: ENTRY LEVEL MARKETING AND GRAPHIC DESIGN ASSISTANT

Job Overview:

Assists in the implementation of Jobs for Montana's Graduates communications strategy. Assists in the development of concepts, designs and layouts for printed publications, brochures, memos, and presentations. Help develop creative designs for use in digital and social media. Aid in the execution of social media strategy developed in coordination with the Jobs for Montana's Graduates team.

Essential Functions (Major Duties or Responsibilities):

- Provide editorial and design support to Jobs for Montana's Graduates staff, creating materials and making recommendations based on knowledge of current trends and accepted principles of good design.
- Assist with the development of layout and design for web media and print publications; brochures, reports, presentations, social media graphics, templates, banners, print advertising and other materials as needed.
- Monitor and respond to online buzz and keeps Jobs for Montana's Graduates staff aware of trends in online discussions. Shares content across social media channels, including Facebook, LinkedIn, YouTube, Twitter and other emerging social media platforms.
- Provide support in public relations campaigns, special projects and initiatives.

Minimum Qualifications (Education and Experience):

Education and experience equivalent to one year of leadership experience, two years of high school course work in web design and/or art related field, and one year of various public contact experience. Computer experience and knowledge of various software applications is required.

Knowledge, Skills and Abilities:

Knowledge of computer design applications and ability to acquire and continuously improve knowledge of various software and mainframe applications. Skilled in use of social media platforms, including Facebook, Twitter, LinkedIn and YouTube.

Ability to acquire knowledge of program policies and procedures to include services provided by Jobs for Montana's Graduates, community resources, workforce partners, department programs, regulations and policies

To Apply: Submit Cover Letter, Resume and a Job Applications to:

Program Manager - IGNITE

RE: [Entry Level Marketing & Graphic Design Assistant

DLI-JMG

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