

COMPETITIVE EVENT GUIDELINES

for TELEPHONE TECHNIQUES

JOB POSTING FOR: MARKETING AND GRAPHIC DESIGN ASSISTANT

Job Overview:

Assists in the implementation of Jobs for Montana's Graduates communications strategy, as developed by the Jobs for Montana's Graduates team, and develops concepts, designs and layouts for printed publications, brochures, memos, and presentations. Develops creative design for use in digital and social media and executes social media strategy developed in coordination with the Jobs for Montana's Graduates team. Provides guidance to program staff on public engagement via social media channels. Provides creative direction, create multimedia tools and resources, brand guidance, and conduct social media engagement to support Jobs for Montana's Graduates initiatives, regulations and special projects.

Essential Functions (Major Duties or Responsibilities):

1. Provides editorial and design support and consultation to Jobs for Montana's Graduates staff, creating materials and making recommendations based on knowledge of current trends and accepted principles of good design.
2. Develops layout and design for print publications and web media, including brochures, reports, presentations, social media graphics, templates, banners, print advertising and other materials as needed.
3. Monitors and responds 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.
4. Provides support in public relations campaigns and special projects and initiatives.

Minimum Qualifications (Education and Experience):

Education and experience equivalent to one year of leadership experience, two years of high school in creative or art related field, and one year of various public contact experience. Experience with computers and various software applications is required.

Knowledge, Skills and Abilities:

Knowledge of design computer 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, within a reasonable period of time on the job, of departmental and work unit policies and procedures; services provided by Jobs for Montana's Graduates; community resources and services provided by workforce system partners; department programs, regulations and policies.

To Apply: Submit Cover Letter, Resume and Job Application to:

Program Manager - IGNITE

RE: [Job Title]

PO Box 1728

Helena, MT 59624-1728