

Job Announcement

Part-time Marketing Assistant/Graphic Designer

Overview:

The part-time Marketing Assistant/Graphic Designer is responsible for supporting communication strategies for the entire organization under the guidance of the Communications Manager. A successful candidate will have knowledge of marketing trends and tactics and be able to demonstrate graphic design skills.

Responsibilities & Opportunities

- Assist with production design on assets for marketing campaigns, including producing and managing assets for Literary Arts' website, email campaigns, social media, and blog as well as slide decks and PowerPoint presentations.
- Produce and coordinate a wide range of print materials.
- Collaborate and brainstorm editorial calendars and digital strategies for marketing ticketed events and documenting community programming.
- Collaborate with the Communications Manager on themes and design concepts.
- Create, produce, and manage special projects identified by the Communications Manager.

Qualifications:

- Commitment to literature and its place in our society.
- Undergraduate degree in related field, at least two years related work experience, or equivalent combination of education and experience.
- Outstanding oral and written communication skills.
- Strong graphic design skills.
- Fluency with Mac and Microsoft business applications (including PowerPoint), Adobe Creative Suite, and Wordpress.
- Facility with social media use on behalf of an organization or company.
- Excellent proofreading skills and impeccable attention to detail.

This is a part-time position with a very flexible schedule. Working from the Literary Arts office is preferred. Estimated average weekly time commitment of 10-20 hours per week. Hourly pay range: \$18-25/hour, depending on experience.

Diversity, Equity, and Inclusion: Literary Arts is committed to creating a diverse, inclusive, and equitable environment for our employees and volunteers. We welcome applicants from diverse backgrounds and experiences. We are an Equal Opportunity Employer.

To Apply

Please send a single PDF document that includes the following items to Maggie Allen, Donor Relations Assistant, at maggie@literary-arts.org, with “Your Name, Marketing Assistant Application” in the subject line:

- 1) Cover Letter
- 2) Resume
- 3) 1-3 Design Samples (include one print material sample)
- 4) Hourly Wage Requirement and Availability

Deadline: First review of applications will begin on Friday, June 2. Applications will be reviewed on an ongoing basis.

About Literary Arts

Literary Arts is a community-based nonprofit arts organization located in Portland, Oregon with a 33-year history of serving the state's readers and writers. Our programs support, promote, and celebrate Oregon's writers and publishers through the Oregon Book Awards & Fellowships program; inspire public high school students to write, revise, edit, publish, and perform their own creative writing through Youth Programs; bring the world's most celebrated writers, artists, and thinkers to Oregon to engage with our community in Portland Arts & Lectures; and build community around literature through Wordstock: Portland's Book Festival. We also guide discussion groups around great works of literature through a program called Delve. For more information about Literary Arts, visit www.literary-arts.org.

**The mission of Literary Arts is to engage readers, support writers,
and inspire the next generation with great literature.**