Graphic Design and Website Assistant

Summary:
The Massachusetts Nonprofit Network (MNN) is the voice of the nonprofit sector in Massachusetts and understands that strong nonprofits build strong communities. MNN is the only statewide organization dedicated to supporting the nonprofit sector through advocacy, public awareness, and capacity building. MNN includes more than 800 member organizations, representing every part of Massachusetts—from the Berkshires to the Cape.

Working closely with the Marketing and Communications Manager, the Graphic Design and Website Assistant will support MNN's marketing and communications efforts. This is a great opportunity to join a small, fast-paced, and friendly team dedicated to strengthening the nonprofit sector in Massachusetts. This is a part-time position, which can be performed remotely, with a flexible schedule (averaging 5-10 hours per week).

Reports To:
- Marketing and Communications Manager

Responsibilities:
- Designs graphics for layout of posters, advertisements, slides, brochures, newsletters, flyers, email marketing, and social media content using various production techniques, including computer graphic systems and software
- Updates website content as needed
- Creates electronically designed page layouts and imports word processing files into page layouts
- Develops web-based graphics
- Maintains files of completed assignments as well as accurate logs of work in progress, such as time devoted to project, current priorities, and materials used
- Confers with Marketing and Communications Manager and other staff regarding project specifications, such as graphic content, layout, and media requirements; may create composites and develop concepts depending on needs
- Develops as needed collateral, particularly for the purposes of member recruitment
- Upholds the design quality and brand identity of MNN

Required Qualifications:
- Expertise in Adobe Creative Suite (InDesign, Photoshop, and Illustrator)
- Experience with WordPress
- Strong graphic design and layout skills
- Knowledge of current graphic design and production techniques
- Knowledge of printing procedures and requirements
- Ability to work independently and manage multiple projects, priorities, and deadlines
- Excellent written and verbal communication skills
- Impeccable eye for detail

Preferred Qualifications:
- Proficiency in HTML or CSS
- Experience with Microsoft Office and Google G Suite
- Experience with social media (Facebook, Twitter, Instagram)

Benefits:
- Stipend available
- Flexible schedule (within normal business hours)

Application Instructions:
To apply, please email your resume and a cover letter detailing your interest in the position and relevant skills/experience to info@massnonprofitnet.org.

If you have any questions, please contact Natasha Terhorst at (617) 330-1188 ext. 285 or nterhorst@massnonprofitnet.org.