



Communications and Design Associate

Compensation:	\$27.50 - \$30.00/hr, 25-30 hours per week
Benefits:	Employer-provided health, dental, and vision insurance, and generous PTO
Location:	Miami, can be hybrid or remote with some travel
Reports to:	Deputy Executive Director

ABOUT ENGAGE

Engage Miami builds civic equity and power through voter engagement and local and state issue organizing. We center young voters and leaders ages 16-35, building young people's political power in majority Black and Latinx communities. Our mission is to build a more just, democratic, and sustainable Florida by developing a local culture of civic participation for young people that is bold, creative, and impactful.

JOB DESCRIPTION

Engage Miami is seeking a Communications and Design Associate to promote our efforts to increase young people's civic engagement and mobilization. This role will execute our communications strategies, including social media, email, website, and print materials, ensure strong branding and visual identities for both our 501C3 and 501C4 initiatives, and will work collaboratively with team members.

The ideal candidate will come with a demonstrated track record with graphic design, branding, and copywriting. Strong candidates will be able to support project management, incorporate feedback and input effectively, be detail oriented and deadline driven, be able to strengthen brand identity, and produce creative and compelling visuals, while being a supportive and proactive team player. Candidates must be invested in supporting youth voter engagement, progressive political alignment, advocacy efforts, and be in strong support of equity, justice, and democracy in Florida. This position is hourly, and can be primarily hybrid with flexible and mutually beneficial scheduling. A minimum availability of 25 hours per week is required.

ROLE & RESPONSIBILITIES

- Create compelling visuals, graphics, and multimedia content to support our communication efforts. This includes designing social media graphics, flyers, newsletters, voter guides, websites, and other promotional materials
- Support copywriting and editing for various platforms, including social media, website, email campaigns, and press releases
- Manage Engage Miami's social media presence, including posting regular updates, monitoring engagement, developing content, managing digital ads, increasing collaboration and engagement, and responding to comments and messages
- Assist with the development of marketing collateral, social media graphics, event materials, digital advertising, and producing promotional items
- Coordinate communications calendars, including social, email, and campaign plans
- Track and analyze key performance indicators to measure the impact of communication efforts
- Work closely with staff within the organization to ensure alignment and consistency in messaging and branding and maintain consistent organizational brand identities across all communication platforms
- Support communications alignment with compliance needs, including nonpartisanship, on all internal and external communications
- Support coordination with vendors, including printing, photography and videography, translation services, contractors, etc.
- Assist in organizing, promoting, and attending events and initiatives, at times including evening and weekend events
- Contribute to the overall communication strategy to increase young people's political power and civic engagement. Additional duties or initiatives may be assigned as needed.

QUALIFICATIONS & SKILLS

- Commitment to Engage Miami's mission and the organization's values, goals and objectives, including voter registration, voter education as well as organizing and issue advocacy efforts centering young people.
- Strong graphic design skills and proficiency in graphic design software (e.g., Adobe Creative Suite, InDesign, Canva, and Illustrator).
- Proficiency in copywriting, including excellent editing skills and the ability to ensure alignment with messaging frameworks
- Familiarity with branding principles and the ability to maintain a cohesive visual identity
- Proficiency in social media management, with some digital marketing experience preferred
- Ability to work with Engage Miami's CRM and email marketing platforms, track outcomes, and maintain outreach lists

- Ability to meet deadlines, communicate effectively, and prioritize workload, incorporating feedback quickly as needed
- Strong critical thinking and problem-solving abilities to adapt to evolving campaign needs, while maintaining a high level of organization and detail orientation
- A resourceful, creative problem-solver and committed team player, adept at integrating feedback and iterating on design and communications collateral
- Strong communication, emotional responsibility, and interpersonal skills
- Commitment to equity and effectiveness, and able to work in diverse communities

Applications will be reviewed and invited to interview on a rolling basis until the position is filled.

Interested candidates should apply by emailing hire@engage.miami with "Full Name/Communications and Design Associate" in the subject line. Include a PDF resume, two references, portfolio or relevant work samples, and a brief statement explaining your interest in the position and how you can contribute to our mission.

Individuals who are Black, Indigenous, Latinx, people of color, individuals with disabilities, and LGBTQ+ individuals are strongly encouraged to apply. All ages are encouraged to apply. Engage Miami is an equal-opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals upon request.