



Position: **Production Assistant**
Program/Department: External Relations and Advancement (ERA)
Reports to: Special Events and Marketing Manager
Hours: Full Time

Responsibilities:

The Production Assistant position will play an integral role in helping to coordinate the communication and marketing activities for the External Relations and Advancement (ERA) Department. The Production Assistant will help to produce content development for publications, brochures, newsletters, annual reports, videos, campaigns, flyers, palm cards, posters, signage, swag, website, e-mail and social media platforms, including Facebook, Twitter, Instagram and LinkedIn.

Specifically areas of focus include:

- Help coordinate the content and imagery to produce public education, outreach, and marketing and fundraising materials to promote BCS's programs and activities.
- Work with ERA Team to identify appropriate messages and voice for online communications platforms, such as: social media and email communications.
- Help ensure that our website and all social media platforms are up-to-date with content.
- Track and help manage the design and printing requests from the various Program Divisions. Work with key staff to create content, layout and print production and delivery.
- Serve as point person/liaison with program units to ensure each team has public education, communications, outreach and recruitment materials to support their programs.
- Oversee design and printing timelines and work directly with printers to obtain bids and manage production deadlines.
- Track and maintain the inventory of publications, signage and give-away items to ensure that ERA is able to support program recruitment, fundraising and community outreach.
- Review data, produce analytics and research current trends, as instructed/requested by supervisors.
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Qualifications:

Computer savvy. Excellent organizational and multi-tasking ability. An ability to interact and communicate effectively with a diverse group of people. Excellent writing skills. Strong attention to detail. Knowledge and experience with social media platforms. Bachelor's Degree strongly preferred.

Contact:

Email Resume and Cover Letter to:

careers@wearebcs.org

In subject line write: Production Assistant