



Part-Time Marketing Associate

Normalcy. Dignity. Hope. – Christ's Haven For Children is a nonprofit organization centered around these core values. We are located in Keller, TX, and provide a trauma-informed, family model of care for displaced children, teens, and young adults. As a voluntary placement organization, we are an option outside of traditional foster care, often when a caregiver has exhausted all efforts to care for a child. Whether a child is with us for six months or sixteen years, we utilize that time loving them as our own and instilling normalcy, dignity, and hope into their lives. As a faith-based organization, our hope is that their time with us will help lead them toward healing from their past abuse and/or neglect.

We are looking for a part-time professional (up to 20 hours/week) to join our team as a **Marketing Associate**. This position will report directly to our VP of Marketing & Communications supporting the organization's marketing and fundraising initiatives.

Core Competencies:

Website Design & Management

Graphic Design

Communications & Collaboration

Website Design & Management:

- Create content and updates for Christ's Haven's WordPress website.
- Design graphics and edit photos for best website utilization.
- Implement Search Engine Optimization best practices.
- Regularly monitor & report user metrics.

Graphic Design:

- Using Canva and/or Adobe Creative Cloud products, design graphics for the following: social media, website, special events, marketing collateral (including but not limited to flyers, invitations, event programs, brochures, signage, etc.).
- Assist with design of three regular e-newsletters (general e-newsletter, volunteer newsletter, employee newsletter) and misc. e-mail communications as needed.
- Adhere to organization's branding standards and consistent image/messaging.

Communications & Collaboration:

- In collaboration with the VP of Marketing & Communications, integrate the organization's key messaging into all organization's initiatives and campaigns.

- Collaborate effectively and proactively with staff across all departments to best communicate initiatives and priorities.

Other:

- Keep abreast of the latest research and trends in website design, website user experience, and graphic design.
- Assist at organization's premier special events as needed (Golf Tournament, Fashion Show, and Fall Festival/Open House).
- Other duties as determined by the VP of Marketing & Communications.

Qualifications:

- At least 2 years prior graphic design experience required.
- Some prior website content or graphic creation experience required. WordPress experience preferred.
- Good sense of judgment, tact, and diplomacy.
- A highly motivated self-starter, with the ability to work both collaboratively as part of a small team and independently.
- Ability to successfully manage multiple projects simultaneously with attention to detail.
- Adept computer skills, including fluency in WordPress, Canva, Google Suite preferred.
- High school degree required. Some college experience or trade school education preferred.
- Willing to submit to organization's background check.

Position:

The Marketing Associate is a part-time, non-exempt position that will office at the Christ's Haven Main Office (4200 Keller Haslet Road) up to 20 hours a week.

Interested candidates should submit their resume to resume@christshaven.org.