

# Creative Assistant



**Hours** Full-time-40 hours

**Reports to** Senior Director of Outreach

## Position Overview

Little Light House seeks a creative, detail-oriented, and organized full-time Creative Assistant to join its in-house Creative Team. The Creative Assistant will report to the Senior Director of Outreach and will work closely with members of various in-house departments and outside vendors. Emphasis is on the execution of engaging digital and print materials, implementation of brand standards, best practices for internal workflows, helping the team setup/tear down video and photography staging and willingness to learn new skills.

The Creative Assistant clearly understands and embraces that they are a part of Little Light House; a Christian Development Center with Biblical core values, whose mission is to glorify God by improving the quality of life for children with special needs, their families, and communities.

## Principal Duties and Responsibilities

- > Design, edit, and produce a variety of print and digital material (including posters, ads, postcards, brochures, mailers, flyers, invitations, building signage, social media content, website/newsletter graphics, and video assets).
- > Update existing collateral, maintaining a consistent aesthetic.
- > Detail-oriented file preparation for final assets.
- > Work closely with the creative team to deliver innovative designs that are consistent with the brand and organization's mission.
- > Assist in establishing overall marketing strategies and priorities in partnership with the marketing team and other in-house departments.
- > Work independently at times with members of other departments.
- > Meet schedules and tight deadlines in a fast-paced, high-volume environment.
- > Assist with marketing strategy and content planning.
- > Attend and assist at all Little Light House events. (photo, video, social media)
- > Cultivate a strong team dynamic.
- > Other duties assigned by the Senior Director of Outreach.

## Qualifications & Skills

### *Required*

- > 1+ years of design experience.
- > Proficient in InDesign, Photoshop, Illustrator, Lightroom. Experience with animations in
- > Creative design portfolio.

- > Strong digital design background.
- > Excellent time management skills, including the ability to manage multiple concurrent projects under tight deadlines.
- > Eager to work in a collaborative team and interact with all other departments.
- > Ability to be flexible and incorporate feedback
- > Excellent communication skills
- > Ability to lift, push, pull, and carry 40lbs

*Preferred*

- > After Effects and video editing in Premiere a plus.
- > Solid color theory, layout, and typography skills.
- > Proficient print production knowledge.
- > Experience with WordPress and Elementor a plus.