

Position Description: Digital Communications Contractor

Position title: Digital Communications – Contractor
FLSA status: Independent Contractor / 1099
Department: Communications
Reports to: Chief Communications Officer
Project term: 3 months, 10 hours per week
Project rate: \$30/hour

SUMMARY

The Pacific Council seeks to hire a Digital Communications contractor to implement communications, marketing, design, and digital strategies that will support the Pacific Council’s mission and strategic plan. Reporting to the Chief Communications Officer, the Digital Communications contractor will manage the Pacific Council social media platforms and select digital communications, support website and newsletter content management efforts, produce graphic designs, support the Communications department in content creation, and provide analytical reports about the Council’s social media activity.

CONTRACTOR DUTIES & RESPONSIBILITIES include the following.

Support content management and content creation on the Pacific Council digital platforms.

- Manages the development and timely posting of digital and social media content.
- Manages select multimedia (photo, video, and graphic media) content for website and social media.

Supports the production and quality of all Pacific Council content and marketing materials.

- Produces engaging multimedia (audio, photo, video, and graphic) content for a variety of digital and social media platforms using design tools (i.e. Adobe Creative Suite or Canva).
- Designs program campaign materials using Pacific Council brand and templates (i.e. policy briefs, website banners, etc.)
- Conducts photo research as well as background research for publications and publication content.

Implements the Pacific Council’s social media strategy.

- Manages the Pacific Council’s social media presence and maintains regular, branded content on multiple platforms.
- Consults with department heads. Builds social media strategy into department plans for achieving broader communications and branding objectives.
- Collects and presents social media data on a monthly basis and shares organized reports and analysis with supervisor.
- Analyzes data to assess effectiveness of social media strategies and recommend improvements.

Supports efforts for brand consistency and quality of all Pacific Council content and marketing materials.

- Researches and executes digital marketing technologies and opportunities.
- Contributes to content and marketing plans that support the Pacific Council strategic vision and communications strategy.
- Updates the organization's brand book and DEI Communications guidelines as needed.

CONTRACTOR REQUIREMENTS & QUALIFICATIONS

- Track record of developing and implementing social media campaigns
- Demonstrated background in visual media (i.e. video) and digital strategy, data visualization, graphic design, and audience engagement through social media.
- Proficiency with Adobe Creative Suite and/or Canva graphic design tools.
- Excellent written and verbal communication skills
- Experience in and capacity to work in a fast-paced and demanding work environment
- Ability to multi-task and manage various project elements simultaneously
- Strong conflict resolution skills, critical thinking, and problem-solving ability

PREFERRED CONTRACTOR QUALITIES

- Background in both communications and international affairs
- Experience working in the nonprofit sector

While no one person will embody all the qualities enumerated above, the ideal candidate will possess many of those professional abilities, attributes, and experiences.

Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible.

In all our practices, the Pacific Council has stated an intention or policy ([pacificcouncil.org/inclusivity](https://www.pacificcouncil.org/inclusivity)) of seeking out and including people who might otherwise be excluded or non-traditional.

ADDITIONAL CONTRACT DETAILS

- This contract term is set for 3 months at a rate of \$30/hour and 10 hours of work per week, with the possibility of renewal. The contractor may work up to 15 hours per week with supervisor approval, and this will be determined on an as-needed basis.
- All work will be conducted remotely.
- This is a 1099 independent contractor arrangement.

TO APPLY: Email portfolio, cover letter and resume to mmoran@pacificcouncil.org using the subject line "Digital Communications." No phone calls, please.