



Title: Creative Services Coordinator

FLSA Status: Exempt

Reports to: Senior Director, Marketing & Communications

Objective

Demonstrates a thorough understanding of graphic design and social media marketing and their relationships to visually enhancing the Chamber's business brand.

Responsibilities

- Creation of event collateral for all Chamber departments and events.
- Design web banner/graphics for homepage and managing content updates for the Chamber website
- Graphic production of the Chamber's relocation guide - design and layout of articles, photos, etc.
- Manage relationship with vendors.
- Produce visual solutions to communication problems by analyzing the condition and finding the most appropriate means of delivering a message.
- Assists with writing and content creation as needed.
- Works cooperatively and positively with all Chamber staff members and volunteers to promote an environment of excellence and teamwork.
- Documents all work processes and procedures thoroughly and accurately.
- Manages relationships with website hosting service, printing companies, and mail house
- Serves as project manager for Chamber relocation guide/business directory and Chamber map
- Oversee production of LT and LTA directory, including bidding and project management
- Responsible for producing video for Chamber website and social media outlets, including event footage and member testimonials
- Manage advertising for electronic media (website & newsletter) – ensuring that submitted advertisements fit the media's specifications
- Ensure that photos/video are captured at all Chamber events, in conjunction with the Senior Director, Events & Public Relations Coordinator
- Responsible for ensuring that the Tampa Media Center is updated, in conjunction with the Public Relations Coordinator
- Other tasks as requested

Specifications

- Bachelor's degree in graphic design, communications or a related field
- 3-5 years of experience in graphic design
- Experience directly interacting with "clients" either internal or external while maintaining a positive attitude.
- Self-motivation and accountability for every aspect of project management to exceed Chamber and Chamber members expectations is essential
- Expert knowledge of print, direct mail, poster/signage, magazine and multi-page layouts
- Strong written and verbal communication skills.
- Strong attention to detail
- Positive attitude focusing on team work.
- Must conduct yourself in a professional manner
- Must have excellent customer relations' skills.

Relationships/Accountabilities

- Accountable for all design content of all Chamber publications – includes design, layout and editing.
- Works with a variety of Chamber staff on event program design and execution
- Works cooperatively and positively with all Chamber staff members, volunteers and members to promote an environment of excellence, dignity, respect and teamwork.
- Exhibits a total commitment to maintaining high quality service standards of the Greater Tampa Chamber of Commerce; demonstrates service excellence skills in dealing proactively with members, visitors, colleagues, and all Chamber contacts.

This document in no way states or implies that these are the only duties to be performed by the employee occupying this position.