



Emeriti Job Description

Title: Electronic Media and Communications Specialist – contract position

Posted 1-11-10

Great opportunity for a creative, organized individual with strong design and writing skills to work on a contractual basis with Emeriti Retirement Health Solutions, a nonprofit organization supporting retiree health security for a consortium of higher education and education-related nonprofits nationwide. For more information, visit www.emeritihealth.org. Office located near intersection of I-84 and I-87 in Mid-Hudson Valley.

Electronic Media and Communications Specialist must work well on multiple projects simultaneously: web site updates, email marketing, and traditional print for prospect outreach and participant communication purposes. Candidates must have at least five years of web and design experience.

Candidate would be required to work in house on a part time basis – roughly a 30- hour, flexible weekly schedule. This is not a benefits-eligible position.

The qualified candidate:

- Collaborate with communications and marketing staff to develop electronic and print collateral that supports marketing outreach to prospects and educational support of current members
- Develop, design and deliver print and e-marketing communications
- Produce and maintain web content
- Demonstrate knowledge of and technical aptitude in using the web and Internet best practices in marketing communications
- Ensure consistency with corporate look and brand image including style, tone, and quality of all deliverables
- Demonstrate aptitude in dealing with nonprofit sector clients, investment/insurance content, and retiree benefits communications

Requirements

- Minimum 5 years experience in print and electronic communications for marketing and communications initiatives in a business environment
- Bachelors degree in related field
- Strong design skills for content development of web pages, customized email communications, interactive (social media) communications, and print collateral
- Some working knowledge of HTML
- Demonstrated experience with Adobe CS4 Creative Suite (Dreamweaver, Photoshop, InDesign, Illustrator, Flash), Microsoft Office Suite, and email marketing tools, (e.g. Constant Contact)
- Ability to prioritize/reprioritize as necessary in order to meet deadlines
- Strong teamwork and communication skills required to work proactively and effectively with Emeriti staff, business partners, non-profit clients, and outside vendors to deliver final product within project timelines and budgets
- Organized and self-motivated with the ability to work with minimal supervision

Interested applicants should email cover letter, resume, portfolio of your best and relevant work, and salary requirements to: jobs@emeritihealth.org.