

Digital Assistant

Point Broadcasting LLC is looking for a Part-Time Digital Assistant, who will work collaboratively with our Web/Graphic Designer, sales and programming teams to help build fully integrated marketing solutions.

Responsibilities include:

- Assists in supporting marketing strategies by creating and updating graphics and other materials for online and offline media, marketing materials, social media and web sites.
- Design art and copy layouts for material to be presented in various print and digital medias.
- Assist with social media marketing projects including Facebook, Twitter, Instagram, and YouTube.
- Maintain, organize, prioritize projects.
- Assist Sales, Programming, and Promotions departments with cluster-wide graphic design needs
- Apply knowledge of layout principles, aesthetic design concepts and current design software.
- Implement designs into each of our station webpages.
- Enhance current branding of market, stations and events.
- Update Station websites as needed. Concerts, Events, News Stories etc.
- Update Station Social Media accounts as needed.
- Other duties as assigned or requested.

Qualifications:

- Proficient in Adobe Creative Suite: InDesign, Illustrator, Photoshop, etc.
- 2-3 years minimum of experience of graphic design with a solid portfolio.
- Proficient with MS Word, Excel, and PowerPoint.
- Ability to communicate effectively with a team, including close coordination with the Head of the Graphic Design department, Sales, Programming and Promotions departments of various markets.
- Ability to meet strict deadlines within a fast-paced environment.
- Attention to detail is a must.
- Excellent interpersonal, communication and collaboration skills.

Desired Qualifications:

Bilingual – Fluent in Spanish

Video making experience a plus