



MADISON COUNTY COMMISSION
invites applications for the position of:

Creative Assistant - PT

SALARY: \$12.00 Hourly
DEPARTMENT: Human Resources
OPENING DATE: 10/22/19

**HIRING
MANAGER:** Bailey McGuire

**HIRING
MANAGER
CONTACT
INFORMATION:** bwalker@madisoncountyal.gov

POSITION OVERVIEW:

The HR Creative Assistant is responsible for helping design promotional material such as videos, social media content, and print materials. Creative Assistant responsibilities include writing marketing-related copy for internal and external use and helping design valuable content, from guides and presentations to videos and infographics. In support of the development and deployment of consistent communications, the HR Creative Assistant will continue to build the HR's Department's brand as directed by the HR Director and the HR Marketing and Communications Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.)

- Help design digital and print content such as videos, graphics, pictures, and flyers.
- Recording and editing videos with Adobe Premiere and editing pictures with Adobe Photoshop.
- Create customizable templates to be used for multiple purposes, including presentations, emails, and social media posts.
- Coordinate with team members to gather images, logos, stats and content to use in various creative projects.
- Research and recommend new ideas for strengthening our brand.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS:

Education and Experience

- Currently pursuing a degree in: Marketing, Graphic Design, Sales, Business Administration, Communications or related major.

Knowledge, Skill, and Experience

- Knowledge of video creation and experience with editing tools.
- Experience with Adobe Creative Cloud is required.
- Demonstrable ability to multi-task and adhere to deadlines.
- Strong oral and written communication skills and attention to detail.
- Proven social media skills on platforms to include Facebook, Twitter, LinkedIn, and Instagram.

OTHER REQUIREMENTS:

Certifications or Licenses Required or Preferred

- Must possess and maintain a valid driver's license.

Physical Requirements

- While performing the duties of this job, the employee is regularly required to talk or hear.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

Madison County is an Equal Employment Opportunity Employer that encourages applicants from diverse backgrounds to apply.

Madison County is a drug-free workplace and conducts drug and alcohol testing.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.madisoncountyhr.org>

100 Northside Square
753
Huntsville, AL 35801
256-532-3614

hr@madisoncountyal.gov

Position #2019-00289
CREATIVE ASSISTANT - PT
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