

**LOUISIANA BAR FOUNDATION  
COMMUNICATIONS DEPARTMENT  
POSITION DESCRIPTION**

**POSITION:** Design and Content Coordinator

**STATUS:** Non-Exempt

**REPORTS TO:** Chief Communications Officers

**POSITION SUMMARY:** Responsible for producing, creating, designing, and implementation of content to achieve LBF communications and marketing goals.

**PRIMARY FUNCTIONS:**

- Create content for all LBF communications work including talking points, news stories, newsletters, publications, educational material, website, and social media.
- Create graphic design and layout work for all media and publication platforms to support LBF communications work including logos, graphics, banners, social media posts, publications, department material, blast email, invitations, and power point.
- Maintains and monitors all LBF digital media including website and social media.
- Assist Communications Director and other staff with other special projects as needed.

**QUALIFICATIONS:**

- College degree and 5 years of experience in related field.
- Experience in content and message creating.
- Experience in graphic design and layout.
- Knowledge of and experience with Google Suite, Adobe InDesign and Photoshop, Microsoft Office, and tools and platforms in the social media space.
- Knowledge of Joomla content management system a plus.
- Website and social media analytics a plus.
- Non Profit work experience a plus.
- Excellent speaking, writing, editing, organizational, communication, and collaboration skills. Demonstrated ability to work on several projects simultaneously, to shift priorities as needed, and to work productively in a fast-paced, team environment