

Position Title: Marketing & Design Specialist

Reports To: Marketing Manager

Location: Downtown Los Angeles

Category: Full-time

Position Summary:

Be a part of one of the most iconic non-profits in the nation! Girl Scouts of Greater Los Angeles (GSGLA) is seeking an energetic and creative Marketing & Design Specialist for operational support of a very busy Marketing & Communications team.

The position will assist the Marketing & Communications team with design and implementation of marketing collateral, advertising materials, council website, e-publications and other communications media to effectively represent the organization's mission. Candidate should possess creativity, conceptualization and communication skills, along with an awesome ability to create dynamic visual images – using a mix of design skills and commercial awareness – to communicate our message.

Additional focuses include: maintaining web and social media property; coordinating with and trafficking projects to print vendors; supporting events; and generally marketing the premier organization for girls to the diverse communities of the Greater Los Angeles area.

Experience:

- Bachelors Degree in Graphic Design, Marketing, Journalism, English, Communications or related fields of study
- 2 years minimum experience in related design and/or marketing field
- Extensive knowledge of Adobe Creative Suite (CS4+)
- Strong writing and proofreading skills
- Working knowledge of digital photography
- Well informed of emerging technologies
- CMS, HTML, email marketing and print production process familiarity a plus
- Experience in nonprofit sector a plus

About us:

Girl Scouts of Greater Los Angeles serves 40,000 girls grades K-12 in Los Angeles County and parts of Kern, San Bernardino and Ventura counties with the support of 22,000 volunteers. This full-time position will report to the Marketing Manager in our headquarters office in downtown Los Angeles.

We offer a friendly and welcoming work place and the opportunity to work for a well-respected organization. Our benefits include medical/dental/vision/403(b)/Life/LTD available 1st of the month following 30 days of employment. Generous paid time off including every 2nd and 4th Monday off with pay, plus 3 weeks' vacation, paid sick and holidays. Paid parking or Metro stipend provided.

To apply:

E-mail resume with cover letter and salary expectations to: careers@girlscoutsla.org.

No recruiters, calls or faxes please. We are unable to acknowledge individual receipt of résumés.