Join the NGIN Team – Communications and Design Associate

New Growth Innovation Network (NGIN) is a network of economic development practitioners focused on inclusive economic growth which creates prosperity for individuals and communities left out of recent economic opportunity, especially people of color, women and neglected geographies. NGIN works to drive systemic change through the NGIN community of practitioners, its platform of insights, and innovations.

NGIN is seeking to hire a Communications and Design Associate to assist multiple projects and initiatives through communications and graphic design support. The position will serve as the communications lead for NGIN working with the entire team to share project insights and generate content for varied external audiences; manage NGIN’s social media handles and website updates; and provide content and visual asset management of various NGIN community networks via a community platform. General knowledge and experience with graphic design, custom CSS and HTML coding for website platforms (such as SquareSpace, Wix, Webflow, WordPress, etc.) is highly desirable. The position provides the opportunity to learn and expand knowledge of inclusive economic growth as you work alongside leading experts at the forefront of this growing field. As such, interest in inclusive economic growth is beneficial but not required to be successful in the position.

The following are envisioned as the main responsibilities:

- Develop clear, concise and effective communications for various external audiences with support from the NGIN team.
- Manage NGIN social media handles including posting content developed by the NGIN team as well as generating original content.
- Build and implement custom designs in CSS and HTML that will carry the NGIN brand across communication platforms.
- Support development of multi-media content (videos, presentations, write-ups, posts, etc.) for different projects and initiatives through research and design.
- Design presentations, report layouts, informational flyers and other materials using basic graphic design skills.

About the Candidate/Qualifications: You have 1-3 years of experience in journalism, marketing, advertising, or public relations as well as in graphic design for digital media. Interest or experience focused on racial equity, economic justice or economic development and allied fields is a plus. You have the ability to think both critically and creatively, generating new ideas and new ways of working. You excel at working both independently as well as collaboratively within small teams. You have the capacity to rapidly acquire new knowledge, the organizational and time management skills to balance multiple projects concurrently, and the ability to work as member of a team in a low-structure environment.

To Apply: Submit cover letter, résumé and sample communication write-ups to innovate@newgrowth.org. Salary will be commensurate with experience levels.