



Part-Time Graphics & Communications Coordinator

CodeVA is a thought leader in the K-12 education community, developing and delivering engaging computer science content for both learners and educators. We are a growing 501(c)(3) non-profit organization based in Richmond, Virginia, committed to retaining the core values that align our work to the organization's mission. CodeVA is committed to equitably supporting learners and educators, to building sustainable and collaborative communities, and to employing creativity and problem-solving to support the changing educational landscape. Our funders and partnerships include Amazon, Capital One, Google, Meta, The Commonwealth of Virginia, The National Science Foundation, and many other amazing companies, government agencies, and partners who value the need for a computer science-ready workforce.

As a key member of CodeVA's Advancement team staff, the Graphics & Communications Coordinator will provide design services to ensure effective and engaging communication between CodeVA and its stakeholders, including its diverse audiences, donors, and student and educator communities.

Job Responsibilities

- Provide design services related to the Organization's visual identity across print and digital platforms, from advertisements and printed materials to programmatic visual design and electronic communications.
- Play a support role as part of CodeVA's Advancement Team, supporting departments across the organization.
- Develop concepts and execute the design of print and digital collateral including, but not limited to, curriculum materials, educational materials, fundraising materials, programmatic event materials, newsletters, invitations, paid marketing assets, and graphics to enhance CodeVA's digital channels.
- Craft and schedule social media posts, ensuring consistency in messaging and brand representation.
- Generate innovative content ideas for social media campaigns.
- Collaborate with CodeVA staff to create visually appealing content that highlights the impact of computer science education.
- Create guidelines for how logos and other branding materials should be displayed and used.
- Assist in making design choices, such as fonts and colors, for all content CodeVA will use.

- Serve on working groups, committees, and action teams as assigned.

Job Qualifications

- Minimum of one year of experience working as a graphic designer or significant design internship credentials, with an Associate's degree in Graphic Design or equivalent experience
- Ability to provide a personal portfolio of work showcasing social media campaigns
- Experience working with social media platforms including Facebook, Instagram, and X (formerly Twitter), and social media coordination (Hootsuite)
- Working knowledge of Microsoft Office and Google-based office applications
- Demonstrated strong organizational and time management skills
- Excellent communication skills with the ability to articulate the design opportunities and challenges of a project
- Excellent time management skills and the ability to meet deadlines
- Attention to detail with a keen eye for copy editing
- Familiarity with 3D printing technology and light technical knowledge in related areas
- Proficiency with graphic design software, preferably Adobe Suite
- A passion for computer science education and a creative mindset
- A strong commitment to community service, in particular through public education

Physical Qualifications

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Prolonged periods of sitting at a desk and working at a computer
- Use hands to finger, handle or feel
- Reach with hands and arms
- Occasionally stand and walk
- Occasionally lift up to 10 pounds

Hourly Rate

\$23.00 per hour; 20 - 25 hours per week

Equal Opportunity Employment

At CodeVA we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. CodeVA believes that diversity and inclusion among our team is critical to our success as an organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

How to Apply

Submit your resume, cover letter and a link to your personal portfolio of work related to social media campaigns to HR@codevirginia.org no later than Monday, February 5, 2024. Please indicate "Graphics & Communications Coordinator" in the subject line of your email. Evaluation of submissions will begin immediately. Please no phone calls or in-person drop-offs. Only email submissions will be reviewed.