

The Design and Digital Content Coordinator supports the marketing and communications team by creating high-quality print and digital materials that align with brand standards and organizational goals. This role manages graphic design projects, website updates, and digital content across multiple platforms.

**Key Responsibilities:**

- Design print and digital materials including flyers, signage, program guides, and social media graphics
- Maintain brand consistency following GSUSA guidelines
- Manage print projects from concept through production
- Update and maintain website using Adobe Experience Manager, including SEO support
- Create content for social media and email marketing campaigns
- Manage multiple projects while meeting deadlines and quality standards
- Coordinate with external vendors and internal teams

**Qualifications:**

- High School Diploma with 3+ years experience or Bachelor's degree with 1+ year experience in a related field
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Experience with Adobe Experience Manager
- Strong written and verbal communication skills (copywriting required)
- Ability to manage projects independently in a fast-paced environment
- Experience with print production and digital content tools (Canva preferred)

**Additional Requirements:**

- First Aid/CPR/AED certification (training provided)
- Girl Scouts membership required upon hire

Scan the QR code below to submit your resume for consideration.

