



Position Title: Visual & Digital Communications Manager

Reports To: Director of Visual & Digital Communications

Location: Primary office in Norristown, Pennsylvania with occasional weekends and overnight travel throughout Pennsylvania for competitions and fundraising events. The ability to work remotely or via one of our other statewide offices (Pittsburgh, State College) is also possible.

Position Summary:

Special Olympics Pennsylvania (SOPA) seeks an enthusiastic, creative and hardworking visual and digital communications storyteller who can help take our digital marketing projects to the next level. The Visual & Digital Communications Manager will use the Adobe suite of products to consistently deliver unique, engaging and diverse visual and digital content that meets SOPA's brand standards.

Essential Job Functions:

- Designs digital assets for various departments and regions within SOPA to include items such as: event logos, social media graphics, billboard displays, banners/flags for events, flyers, brochures, newsletters, etc.
- Attends events and gather video footage, working closely with the Director of Digital Communications to craft and collect content to create impactful stories.
- Edits video for use at events and on social media, resizing for optimization on different platforms.
- Helps plan and storyboard video content as it relates to strategic organization-wide campaigns.
- Edits content for our websites.
- Assists in developing and implementing SEO strategies and analyze web data.
- Occasionally contributes to social media posting, primarily uploading videos and graphics to our various accounts. Collaboration with the Marketing & PR Manager to maximize social presence is expected.
- Assists in the planning, development, and execution of short- and long-term campaigns.
- Other duties as assigned by the Director of Marketing & Communications.

Requirements:

- Bachelor's degree in graphic design, communications, marketing, or related field.
- Minimum 3-5 years of experience in graphic design, communications, and/or digital marketing.
- Fluency in the Adobe suite of products.
- Knowledge of web technologies, HTML, popular content management systems.
- Ability to excel in a fluid, cross-functional and collaborative team environment.
- Ability to work independently and as a member of a team.
- Attention to detail, ability to prioritize, strong time management skills.
- Your employment is conditional, pending the results of the background check.
- Must be fully vaccinated for COVID-19 (i.e., at least 2 weeks after last dose) and, if hired, present proof of vaccination by start date.

Serious applicants should send a cover letter, resume, graphic design/video editing clips and salary requirement to careers@specialolympicspa.org.

No phone calls will be accepted. Resumes sent for positions other than this posting will not receive a response. Communications from recruiters will not be acknowledged.

Special Olympics Pennsylvania is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.

We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.

Organization Description

Special Olympics Pennsylvania (SOPA) provides year-round training and competition in 21 Olympic-type sports to 16,000 children and adults with intellectual disabilities or closely related developmental disabilities. For 50 years, SOPA and its 54 local programs have used the power of sports to transform the lives of people with intellectual disabilities and unite everyone by fostering community and building a more acceptable and civil society. SOPA is much more than a sports organization. Through its Athlete Leadership Programs, athletes assume meaningful leadership roles, influence change within the Special Olympics movement and take on roles as Global Messengers (trained as public speakers for Special Olympics), athlete representatives, coaches, board members and more. SOPA also addresses major challenges facing its athletes including healthcare. The Healthy Athletes program offers athletes free health screenings in the form of eye, ear, dental and podiatry assessments. Athletes are also taught how to live active lifestyles, eat healthy and more. Additionally, SOPA strives to create a unified world by promoting inclusion, uniting communities, and changing attitudes. Through Unified Sports, SOPA brings together individuals with and without intellectual disabilities as equal teammates in training and competition, which promotes respect and acceptance, and facilitates meaningful relationships between people of all abilities. For more information about how you can join "The Inclusion Revolution," visit www.specialolympicspa.org.