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## **Job Description: Part-Time Creative Communications and Multimedia Coordinator**

EduNations is a US 501(c)3 non-profit organization that operates free, high-quality schools in remote villages in Sierra Leone, West Africa. Founded in 2004, our mission is to ignite hope in under-resourced communities by comprehensively educating rising generations and honor Christ in all we do.

**Position:** Part-Time Creative Communications & Multimedia Coordinator

**Role Summary:** EduNations is seeking a talented and creative Part-Time Creative Communications and Multimedia Coordinator to support our mission by producing compelling visual and written content across digital and print platforms. This role involves graphic design, video editing, content creation, and assisting with donor communications to engage supporters, communicate impact, and enhance brand awareness. The ideal candidate is passionate about storytelling and can translate complex ideas into engaging media.

**Reporting Structure:** Reports to the US Director and will work in close collaboration with the other US staff.

**Location:** Remote (US based preferred)

**Hours:** Part-Time (12 hours/week) paid staff position including occasional weekend hours as needed

**Compensation:** \$12,480/year paid in 12 monthly installments with 24 PTO hours (2 weeks) per year

### **Responsibilities**

- **Graphic Design:** Develop visually compelling designs for social media, email campaigns, websites, fundraising materials, presentations, and print collateral.
- **Video Production & Editing:** Create and edit short-form videos for storytelling, donor engagement, social media, and promotional campaigns.
- **Donor Communications:** Assist in designing and formatting donor emails, impact reports, and other communication materials.
- **Event Content Creation:** Develop presentation slides and event videos for donor gatherings, conferences, and other special events.
- **Brand Consistency:** Ensure all creative materials align with EduNations' brand identity, mission, and values.
- **Social Media Content:** Design and format content for platforms such as Facebook, Instagram, LinkedIn, and YouTube to engage and grow EduNations' audience.
- **Website & Digital Content:** Assist with visual updates and content creation for the EduNations website and other digital platforms.
- **Photography & Image Editing:** Source, edit, and organize high-quality images to enhance digital and print materials.



# EduNations

igniting hope...

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- Collaboration: Work closely with the Marketing & Communications team to brainstorm and execute creative campaigns that drive engagement and fundraising.

## Qualifications & Skills

- Bachelor's degree or equivalent experience in Graphic Design, Multimedia, Communications, or a related field.
- 2+ years of experience in multimedia design and communications, preferably in a non-profit or mission-driven organization.
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro, InDesign, After Effects) or equivalent design and video editing software.
- Strong understanding of design principles, typography, color theory, and composition.
- Experience in video editing and motion graphics is highly preferred.
- Knowledge of social media trends and experience in creating platform-specific content.
- Ability to manage multiple projects, meet deadlines, and work both independently and collaboratively.
- Strong attention to detail and a passion for visual storytelling.
- Experience in photography and website design (WordPress, Canva, or similar) is a plus.
- Familiarity with using AI tools to enhance creativity and productivity in content creation and design (e.g., ChatGPT, Canva AI, Adobe Firefly, Runway, etc.).
- A heart for non-profit work and a passion for the mission of EduNations.

## Key Competencies

- Persuasive and passionate, mission-driven and self-directed.
- Reliable, trustworthy, and honest.
- Exceptional Innovative and creative artistic abilities.
- Superb verbal and written communication skills.
- Professional presentation and verbal communication skills.

Website: [EduNations](https://edunations.org)

## How to Apply:

Please email resume and cover letter, along with a portfolio of sample videos, promotional graphics, and social media posts to:

Dana Kaltenberger  
U.S. Director  
[dana@edunations.org](mailto:dana@edunations.org)