



### **Who We Are Looking For:**

We are looking for a Online Content Designer with excellent HTML, CSS, and some PHP abilities to work alongside our Communications and Marketing Team in Columbia, SC. You will be responsible for developing thoughtful and visually stunning websites for our non-profit. In addition, you'll be recording and editing video content that will be used for promoting the REALTOR® brand, professional development and membership communications. You will also assist the Communications and Marketing Department with various duties as needed.

### **Position Reports directly to VP of Communications & Marketing & CEO**

#### **Position Requirements:**

- Bachelor's Degree in Communications, Marketing, Computer Science, Graphic Arts, Web Design, Visual Communications, or applicable field
- At least two years in related field
- Excellent written and oral communication skills
- Acute attention to detail and passion for quality
- Strong interpersonal and collaboration skills
- Must take initiative, be flexible, and be able to adapt quickly in a fast-paced environment
- Good graphic design taste and facilitation skills
- High proficiency with technology and marketing related software (Adobe Creative Suite - InDesign, Photoshop, Acrobat, Illustrator, Prezi plus Microsoft Office Suite)
- Strong organizational and process skills
- Some travel required
- Some lifting required

#### **We need someone who can:**

- Represent the company in a positive manner by being awesome
- Produce creative, engaging, relevant content for multiple social channels that embody the REALTOR® brand
- Continuously monitor content trends and tools for changes that affect our competitive landscape

**Some duties include:**

- Create webpages, maintain and update SCR's multiple websites including screaltors.org, scca.screaltors.org, conference websites, lookforther.com, rpac.screaltors.org
- Shoot and edit video
- Run live webinars
- Run a/v equipment at annual convention and other events
- Assist with newsletter and social media content
- Periodically revise and customize newsletter design and stand alone emails
- Help create graphics with communications department
- Assist with social media posts
- Additional duties as-needed
- Hours may vary

**Our ideal candidate will also possess the following skills and personality traits:**

- A fast learner with strong attention to detail and accuracy
- Strong written, verbal, presentation, and collaboration skills
- Self-motivated and goal-oriented
- Ability to meet hard deadlines
- Strong WordPress developer with experience building responsive themes and plugins
- Familiarity with SEO, social networking technologies, search engine marketing and display advertising
- A strong portfolio of past web projects
- Familiarity with modifying and troubleshooting code written by others
- Experience with e-commerce design/development
- A passion for creating beautiful and functional digital work
- Knowledgeable and involved in the social media world
- A strong sense of personal responsibility to uphold a creative standard
- Ability to troubleshoot and provide tech support to members
- Webinar production
- Technology assistance with staff and members
- Some data entry

**Computer Skills**

- Strong Video editing skills (Premiere, After Effects, etc.)
- Strong knowledge of Adobe Creative Cloud (Illustrator, InDesign, Photoshop)
- Advanced knowledge of HTML5, CSS3, PHP
- A/V set up experience
- Experience with GoTo Webinar
- Experience managing a cloud server
- Wordpress

**Why should you work here? We have a friendly team and an outstanding benefits package including:**

- Competitive Pay
- Matching 401K
- Health/dental insurance
- Laptop and cell phone
- Flexible Hours
- Gym Reimbursement
- Friendly workplace

Please email [sharon@screaltors.org](mailto:sharon@screaltors.org) with a cover letter, resume, and portfolio link or samples.  
**No phone-calls please.**