



---

**Job Title:** Associate Manager, Graphic Design & Marketing

**Department | Location:** Marketing & Communication | Long Beach, CA

The **Associate Manager, Graphic Design & Marketing**, serves as one of the design experts for Special Olympics Southern California. The incumbent will design graphics, collateral, digital materials, merchandise, and videos. The incumbent manages in-house marketing materials, including obtaining quotes, working with vendors, and distributing/returning to/from staff (including regional staff).

The incumbent will be responsible for event Signage and Wayfinding. This includes design, production, and creating and executing an operation plan for all main “Championship” events. The incumbent also updates SOSOC’s photo library, websites, and emails as needed.

**Reports To:** Sr. Manager, Graphic Design & Video

**Job Level:** 3

**Compensation:** This is a full-time position with benefits eligible on the first of the month following the start date. The salary non-exempt range is **\$48,880.00 - \$60,840.00 (\$23.50 - \$29.25 hourly)**, depending on relevant education and experience.

---

## **KEY RESPONSIBILITIES**

### **Graphic Design: 40%**

- Works closely with SOSOC staff to create and manage marketing materials to promote events and campaigns. Designs flyers, web banners, and graphics email banners and graphics, social media graphics, brochures, souvenir booklets, posters, merchandise, signage, toolkits, invitations, ads, awards, forms, and other materials required to publicize SOSOC.
- Works with vendors to print/create marketing materials, including developing RFPs, bidding for projects, print and delivery specs, and obtaining pro bono work and non-profit discounts.
- Ensures brand guidelines are met on all graphic projects, including maintaining consistency within all SOSOC graphics. Tracks and monitors graphics created and provides guidance as needed.
- Manage SOSOC photo library, which includes adding, sorting, and editing photos. Participates in image editing and optimizing images for print and web.
- Designs merchandise as needed, including apparel and accessories.
- Provides support to the digital media team creating and editing graphics to be used in Social Media, organization emails, while meeting brand guidelines.

## CORE VALUES

Be ATHLETE centric | Be a TEAM player | Be a CHANGE agent | Be a LEADER

---



### **Signage: 20%**

- Manage and lead signage at Southern California championships and other events. Working with Sports and Programing, and Development to design and ordering new signage as needed. Develop wayfinding plans.
- Manages in-house marketing materials for the organization. This includes educating staff on caring for the items, managing inventory and the storage PODs, designing and ordering new materials, and researching new materials to improve promotions of campaigns and programs.

### **Individual Goals: 20%**

- Internal: See employee feedback in the Comments section of Threads.

### **Volunteer Engagement: 10%**

- Supports cultivation by being on the lookout for volunteer and intern talent while actively nurturing relationships with existing volunteers, interns, and potential partnerships.
- Ensures that all volunteers/interns within the department have the proper training, orientation, and the essential tools to perform their roles successfully.
- Works with volunteers/interns to solve problems as they arise.

### **Documentation Team: 10%**

- Lead and manage video projects, including producing, writing, directing, filming, editing, and distribution.
- Works with vendors to create videos, including developing RFPs, bidding for projects, and obtaining pro bono work and non-profit discounts.

### **Total: 100%**

---

**JOB LEVEL RESPONSIBILITIES:** Works with supervisor on agreed-upon goals and plans. Has autonomy and flexibility in day-to-day work toward accomplishing goals. Has some decision-making authority around issues related to area of responsibility.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

## CORE VALUES

Be ATHLETE centric | Be a TEAM player | Be a CHANGE agent | Be a LEADER

---



### **EDUCATION AND/OR EXPERIENCE:**

- Bachelor's degree in Graphic Design, Communications, Marketing, or related field or AA degree in technical certificate combined with extensive graphic design experience may be considered.
- 3-5 years of related experience in graphic design, including creating merchandise and marketing materials.
- Experience managing volunteers in a professional environment.
- Proficient in the Microsoft Office Suite and the Adobe Creative Suite, including Photoshop, Illustrator, InDesign, Premiere, and After Effects
- Proficient in implementing brand organization-wide.
- Experience in managing a media library.
- Strong marketing and internal customer service experience
- Demonstrated comfort with technology and the ability to learn new software and programs quickly.
- Prior copy-editing experience preferred.
- One (1) year related experience in video production, including writing, directing, filming, and editing.
- Basic knowledge of content management software, HTML5, CSS3, and responsive design

### **SKILLS AND/OR ABILITIES:**

- Ability to maintain confidentiality of all data and information related to the position.
- Exceptional attention to detail
- Exceptional project management skills and ability to manage multiple projects and timelines simultaneously.
- Ability to adapt to changing logistics.
- Excellent verbal and written communication skills
- Excellent organizational skills
- Ability to establish and maintain effective working relationships with all levels of staff, supporters, and volunteers.
- A team player with strong leadership and supervisory skills
- Innovative thinker with a track record for translating strategic thinking into results.
- A good eye for photography
- Self-reliant, problem solver and results-oriented
- Ability to utilize information technology effectively as a communication tool.
- Ability to train staff in design principles and best practices.
- Ability to travel and work evenings and weekends to meet job requirements.
- The employee will be required to stand, walk, lift, or carry up to 50 pounds.
- Have a valid California driver's license and meet minimum California vehicle insurance requirements.
- Ability to successfully pass background screen of criminal, professional references, and driving history.

## CORE VALUES

Be ATHLETE centric | Be a TEAM player | Be a CHANGE agent | Be a LEADER

---



**WORK ENVIRONMENT:** The primary work location will be in the assigned SOSC office. Employees may request to work remotely, on occasion, with advance approval. Remote work sites must be distraction-free, contain a proper work surface (table or desk), and have adequate Wi-Fi capability. The noise level in the work environment is usually moderate.

This position will require driving and some traveling within assigned and surrounding counties.

**APPLY:** Please send resume and cover letter to [lbjobs@sosc.org](mailto:lbjobs@sosc.org).