

Graphic Design & Social Media Associate

The Graphic Design & Social Media Associate plays a key role in shaping and sharing the Central Florida Development Council's (CFDC) visual identity and digital presence. This position is responsible for creating compelling design assets and managing content across print and digital platforms to ensure a consistent brand tone, look, and message. The ideal candidate is a creative, detail-oriented team player who can balance multiple projects, meet deadlines, and bring fresh ideas that elevate CFDC's mission and visibility.

POSITION OPPORTUNITIES:

- Assist with the development, implementation and management of organization's marketing and social media strategy
- Design marketing and advertising materials
- Edit photography and design files for social media platforms
- Facilitate website design and content development for organizational website
- Work with copywriters and designers to ensure content is informative and appealing
- Copy writing and editing
- Monitor SEO and user engagement and suggest content optimization
- Manage and oversee social media content
- Generate content, edit and maintain social media content (Facebook, LinkedIn, Twitter)
- Keep abreast of the latest social media best practices and technologies

QUALIFICATIONS OF AN IDEAL CANDIDATE:

- Minimum of 1 to 3 years of marketing/brand management experiences
- Social media savvy, understanding social media strategy for brand awareness and impressions
- Excellent knowledge of Facebook, X, LinkedIn, Instagram, and YouTube
- Understanding of SEO and web traffic metrics
- Familiarity with wordpress web design and publishing
- Bright, upbeat, positive attitude, energetic and must have strong communication skill
- Proficiency in Adobe Suite (InDesign, Illustrator, Photoshop) and MS Office Suite (Excel, Word, and PowerPoint)
- Willingness to work in a team environment with great interpersonal and communication skills
- Good time-management and multitasking skills
- Critical thinker and problem-solving skills

WHAT'S IN IT FOR YOU:

- Competitive compensation based upon experience and qualifications
- 100% employer-paid insurance for employee
- Retirement plan with company match
- Mileage reimbursement for approved travel

- Mobile phone stipend for business use
- Annual stipend for professional development
- Eligible for remote work per employee handbook guidelines
- Annual paid time off (PTO)

Interested candidates should email a cover letter and resume to lindsay@cfdc.org.