The San Diego River Park Foundation

JOB DESCRIPTION: Digital Engagement Associate

Reports to: Associate Director / Engagement Manager
Part-Time (16 – 24 hours per week)
Compensation: $16.50 per hour with sick leave and PTO

OVERVIEW: The San Diego River Park Foundation is seeking a dynamic individual to join our team. The ideal candidate will have a passion for connecting people with nature and the skills / experience to be successful in this new position. The selected person will play a key role in our digital communications, graphic design and community engagement. The person will also assist with events and outreach which are important to the success of the organization. We seek smart, people-loving people who want to be part of an organization which seeks to make a meaningful, lasting difference in our region. The position has some flexibility in the number of hours and the schedule. Over time, this position can grow into a full-time position.

ESSENTIAL RESPONSIBILITIES:

- Graphic Design (Indesign, Illustrator - creating layouts, infographics, icons)
- Web Development (HTML Website Coding - updating website, user experience)
- Media Content Creator (Newsletters, Posts/Stories, Signage )
- Printed Materials (newsletters, mailers, collateral, signage)
- Communications Outreach (engage community for program specific goals)

OTHER RESPONSIBILITIES:

- Be part of the organization’s engagement team
- Support mission of the organization
- Working on environmental justice and other grant funded projects
- Other duties as assigned

KNOWLEDGE & SKILLS REQUIRED:

- HTML coding experience
- Graphic design skills such as Canva, Adobe Creative Suite, etc.
- Strong communication skills with emphasis on copy editing/writing
- Passion for working at a non-profit, community-based organization
- Team Player and enjoy working in a busy office
- Enjoy connecting with people
- Community engagement experience and or education

PHYSICAL REQUIREMENTS: Must be able to lift 15 lbs.
**SCHEDULE:** SDRPF offers flexible scheduling. Some weekends and evenings may be required. Opportunities to consolidate work hours during the week are considered.

**WORKING CONDITIONS:** The San Diego River Park Foundation maintains an office in western Mission Valley close to the Old Town Trolley Station. The office is a relatively small and dynamic place where staff, volunteers and interns are considered part of the team. Our office operation continues to be impacted by COVID19, remote work is supported. As the pandemic allows, work in the office should be anticipated.

**TO APPLY:** Please email your resume along with a cover letter telling more about you to:

Victor Maisano  
Communications & Events Manager at The San Diego River Park Foundation  
Victor@SanDiegoRiver.org

The position will remain open until filled. Feel free to email inquiries. At-Will Position. We are looking for someone who can start immediately.

**We encourage applicants to review our website at sandiegoriver.org** to learn about our organization. Please use the cover letter to expand upon your interest in the position and specifically expand upon your creative content creation skills.

We are an equal opportunity employment. If you are interested in being part of our team and feel you are qualified, we would love to hear from you.