



BLACK SCHOLARS MATTER (BSM)

NOW HIRING FOR:

CREATIVE MEDIA MANAGER

JOB DESCRIPTION

The Black Scholars Matter (BSM) Creative Media Manager works alongside the BSM Program Director, Outreach Coordinator, and Project Coordinator to actively participate in the marketing decisions and enhance the program's visibility. Provide innovative ideas to raise brand awareness. Create persuasive content for targeted campaigns. Oversees the productivity of the Social Media/Videographer and Photographer. Respond to media inquiries. Monitor the creative budget and develop logistics for events. Create collateral materials.

QUALIFICATIONS

- ❖ Bachelors in Communication, Journalism, Marketing, Business, or related field
- ❖ Two years of coordination experience in related field
- ❖ Knowledge, understanding /appreciation of African/Black/African American culture
- ❖ Excellent organization and presentation skills
- ❖ Strong writing, speaking, and time management skills
- ❖ Ability to effectively communicate information and ideas and work independently
- ❖ Highly flexible and ability to work with minimal supervision and meet deadlines
- ❖ Ability to multi-task
- ❖ Strong technological skills (Illustrator, InDesign, Photoshop, Microsoft Office, Canva, Social Media & Analytics)
- ❖ Available 20 hours per week, with flexible working hours
- ❖ Mature and self-reliant
- ❖ Experience in managing and training staff

RESPONSIBILITIES

- ❖ Manage the Creative Team and oversee the productivity of the Videographer, Photographer, and Graphic Designer
- ❖ Create, organize, and maintain production schedules for the Creative Team
- ❖ Manage creation of all BSM marketing/communication materials
- ❖ Create budgets to assist in the purchasing of collateral materials for the program
- ❖ Act as a liaison for representatives of the media
- ❖ Create communication synergy between all BSM teams, campus partners, and BSM scholars
- ❖ Other tasks assigned



Please send your resume, cover letter, professional portfolio, 1 professional reference, work availability (Monday-Friday) (8am-5pm)

SEND TO: DR. THERESA WHITE

bsm@csun.edu

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SALARY BASED ON EXPERIENCE

Hours: 20 hrs. per week

Beginning: ASAP

Ending: To Be Determined