

COMMUNICATIONS/MARKETING WORK

Notice of Need: Dynamic consulting firm in Lenexa, Kansas needs communications, marketing, and graphic design professional to support internal needs and client project work.

Our Specific Needs: We are looking for assistance with our company marketing collateral and for someone we can engage on client project work to prepare content and materials in a graphically appealing way.

We want to establish an ongoing contractual relationship with a person who can assist our firm with presenting our qualifications to potential clients and help us fulfill their needs by providing communication services and graphic design.

This is a contractual position that does not guarantee any set number of hours weekly, monthly or yearly. Workload will be based upon the internal needs and client workload.

Major Work Functions and Outcomes:

- Work with company staff and president to evaluate and make recommendations for the corporate logo, business cards, website and social media presentation.
- Design working templates for:
 - Letterhead
 - Services Description – multi-paged and different size brochures
 - Proposals
 - Qualifications
 - PowerPoint Presentation
 - E-mail Notifications
 - Surveys
 - Corporate Org Chart
 - Project Org Chart
- Prepare boards for use in interviews and trade shows

Qualifications:

Required:

- Effective oral and written communications skills, and ability to actively listen
- Proven ability to work both independently and with a team
- Comfort with changing priorities and a fast-paced environment
- Outstanding organization, decision-making and problem solving skills
- Demonstrated ability to initiate, manage and complete tasks with little supervision
- Extensive project management experience
- Experience working directly with client to prepare and finalize deliverables
- Experience designing and writing work proposals
- Experience preparing company collateral marketing materials
- Experience designing and maintaining websites
- Experience creating design concepts for printed materials and presentations

- Computer literacy and competency with Microsoft Office and Adobe Design Premium products. Specifically, an advanced working knowledge of Word, Excel, PowerPoint, Publisher, InDesign, Photoshop, and Illustrator
- Bachelor's Degree with minimum of five years of accumulated experience

Preferred:

- Prior government experience
- Photography experience, both still and video
- Experience preparing content and layout of public education materials, press releases, newsletters
- Ability to translate and speak Spanish
- Master's Degree in Communications or Public Administration

Client Projects

The following are examples of the materials and tools produced for clients:

- Advertisements
- Displays
- E-Newsletters
- Presentations
- Print materials
- Social media tools
- Targeted mailings
- Websites

Physical and Environmental Requirements:

Our clients are located throughout the Kansas City metropolitan area in various types of facilities. Visits to public buildings, power, water and sewage facilities may be required. You may be required to assist in setting up presentation materials at client and public locations for meetings, so the ability to carry and pack bulky items is necessary. This includes carrying items up and down stairs and across outdoor locations. You must be able to work at a desk on a computer terminal for long periods of time.

Hourly Rate: \$25 - \$50/hour depending upon qualifications

Disclaimer: Company reserves the right to change or assign other duties to this position, as required.

Send resume and example work products to recruiter: JCAlonzo@atechsolution.com by September 30, 2011.