

Civic Creatives Job Descriptions

Jobs to Offer

Director of Social & Engaged Practice

Executive Assistant

Partnership & Projects Manager

Internships to Offer

Administrative Intern

Digital Storytelling Intern

Graphic & Communications Design Intern

Community Programs Intern

Web Development

Contract Project Associate

Civic Creatives currently seeks to recruit a part-time Project Associate who will provide administrative support for core programs and services and for the organization overall. This is an entry-level, contract position with opportunities for growth within the organization as they arise. An ideal candidate will be informed about human centered and community-engaged design practices, hold 1-2 years of administrative and/or program coordination experience, and offer excellent written/verbal communication skills.

Position: Project Associate

Level: Part-time; Contract

Start Date: July 31, 2017

Reports to: Director & Principal Designer

Compensation: Commensurate with experience

About Civic Creatives

Civic Creatives is the design and strategy firm for changemakers. We produce interactive events, tools, and services that help citizens more creatively engage and address social topics that matter to them. Our work helps foster the discovery, ideation, prototyping, and actualization of community-driven civic solutions. And as a social enterprise, we dedicate portions of our client revenue to support the launch and growth of scalable, design-based community projects. See our work and learn more at <http://civiccreatives.com>.

Responsibilities and Duties

- Develop, organize and manage project timelines, logistics, and implementation.
- Manage day-to-day organizational tasks of Civic Creatives initiatives.
- Assist Civic Creatives Director with executive tasks and communications as assigned.
- Support the ideation, prototyping, and implementation of new programmatic ideas and projects.
- Collaborate with community-based organizational partners on project development and planning.

Qualifications

- Bachelor's degree in fields related to business management, design, social practice, and/or community engagement.
- Energetic and self-directed, with effective time management and organizational skills.
- Ability to work with a diverse set of stakeholders and clients.
- Ability to conceptualize plans and ensure implementation.
- Strong, personal commitment to community design, racial equity, and social justice.
- General understanding of social and civic challenges, opportunities, and priorities in the St. Louis region.
- A good sense of humor and creative energy; Excellent interpersonal skills and a collaborative work style.
- Familiarity with Adobe Creative Suite, web editing platforms (Wordpress/Squarespace), and project management systems a plus!

To Apply:

Please email the following documents to De Nichols, Director of Civic Creatives at deandrea@civiccreatives.com:

1. A cover letter including the following information: your interest in the position and the organization, the date you are available to start, and two professional references that can be contacted via email.
2. A resume no longer than 2 pages outlining your educational and professional experience.

Civic Creatives is an Equal Opportunity Employer committed to a diverse workforce that reflects the populations we partner with. We seek to build an inclusive organization grounded in respect for differences and encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability or veteran status.

Part-time Executive Assistant

Civic Creatives currently seeks to recruit a part-time Executive Assistant who will provide administrative support for core programs and services and for the organization overall. This is an mid-level, part-time contract position with opportunities for growth within the organization as they arise. An ideal candidate will be informed about human centered and community-engaged design practices, hold 1-2 years of administrative and/or program coordination experience, and offer excellent written/verbal communication skills.

Position: Executive Assistant

Level: Part-time; Contract

Start Date: October 15, 2018

Reports to: Principal Designer

Compensation: Commensurate with experience

About Civic Creatives

Civic Creatives is the design and strategy firm for changemakers. We produce interactive events, tools, and services that help citizens more creatively engage and address social topics that matter to them. Our work helps foster the discovery, ideation, prototyping, and actualization of community-driven civic solutions. And as a social enterprise, we dedicate portions of our client revenue to support the launch and growth of scalable, design-based community projects. See our work and learn more at <http://civiccreatives.com>.

Responsibilities and Duties

- Manage organizational calendars, travel, meeting and event arrangements.
- Manage day-to-day organizational tasks of Civic Creatives initiatives.
- Assist Civic Creatives Director with executive tasks and communications as assigned.
- Prepare reports, creative briefs, and financial data for client and project presentations.
- Train and supervise support staff.

Qualifications

- Bachelor's degree in fields related to business management, design, social practice, and/or community engagement, *and/or* relevant work experience.
- Energetic and self-directed, with effective time management and organizational skills.
- Ability to work with a diverse set of stakeholders and clients.
- Ability to conceptualize plans and ensure implementation.
- Strong, personal commitment to community design, racial equity, and social justice.
- General understanding of social and civic challenges, opportunities, and priorities in the St. Louis region.
- A good sense of humor and creative energy; Excellent interpersonal skills and a collaborative work style.
- Familiarity with Adobe Creative Suite, web editing platforms (Wordpress/Squarespace), and project management systems a plus!

To Apply:

Please email the following documents to De Nichols, Director of Civic Creatives at deandrea@civiccreatives.com:

3. A cover letter including the following information: your interest in the position and the organization, the date you are available to start, and two professional references that can be contacted via email.
4. A resume no longer than 2 pages outlining your educational and professional experience.

Civic Creatives is an Equal Opportunity Employer committed to a diverse workforce that reflects the populations we partner with. We seek to build an inclusive organization grounded in respect for differences and encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability or veteran status.

Finance Intern

Intern will focus on the various accounting functions required to run the Civic Creatives organization. In addition, intern will assist the Executive Director to seek grants, create fundraising opportunities, and complete other financially driven projects that may arise.

Level: Part-time; Contract

Reports to: Director & Principal Designer

Compensation: Stipend

Start Date: July 31, 2017

About Civic Creatives

Civic Creatives is the design and strategy firm for changemakers. We produce interactive events, tools, and services that help citizens more creatively engage and address social topics that matter to them. Our work helps foster the discovery, ideation, prototyping, and actualization of community-driven civic solutions. And as a social enterprise, we dedicate portions of our client revenue to support the launch and growth of scalable, design-based community projects. See our work and learn more at <http://civiccreatives.com>.

Responsibilities and Duties

- Produce regular accounting outputs, including balance sheet account reconciliations, general ledger account analysis, and journal entry preparation.
- Develop database for monthly balance sheet account reconciliations.
- Work with the Civic Creative leadership team to develop project and event budgets that arise during the internship.

Qualifications

- Current business school student or recent college graduate of related field
- Finance and/or accounting major or previous accounting and/or finance experience is a plus
- Highly organized, detail-oriented, and possess outstanding follow through skills
- Strong relational and analytical skills
- Strong, personal commitment to community design, racial equity, and social justice.
- Ability to multi-task
- Entrepreneurial-minded
- Excellent oral and written communication skills
- Self-starter with a strong sense of urgency
- Proficient in Excel



OPPORTUNITY

Merchandise Intern

Intern will assist the development of apparel and merchandise designs and campaigns and planning and executing retail sales at events. This will be merged with an overarching goal of engaging and telling enticing community members' stories through apparel and merchandise.

Level: Part-time; Contract

Reports to: Director & Principal Designer

Compensation: Stipend

Start Date: July 31, 2017

About Civic Creatives

Civic Creatives is the design and strategy firm for changemakers. We produce interactive events, tools, and services that help citizens more creatively engage and address social topics that matter to them. Our work helps foster the discovery, ideation, prototyping, and actualization of community-driven civic solutions. And as a social enterprise, we dedicate portions of our client revenue to support the launch and growth of scalable, design-based community projects. See our work and learn more at <http://civiccreatives.com>.

Responsibilities and Duties

- Assist with events and event planning
- Research collateral and apparel materials
- Staying up-to-date with target audience fashion and social trends
- Looking for sponsorships
- Set-up and day-of event responsibilities
- Order merchandise supplies
- Manage online retail marketing
- Participate in creative discussion about visual displays in exhibitions and will be involved in creation & production of displays
- Assist in creatively brainstorming and developing guerilla and apparel campaigns related to Civic Creative's

Qualifications

- Current college student or recent college graduate
- Ability to plan, organize, and execute events
- Strong creative skills
- Ability to multi-task
- Entrepreneurial-minded
- Excellent visual, oral and written communication skills
- Self-starter with a strong sense of urgency
- Experience in Excel and Adobe Creative Suite
- Experience in Photoshop is a plus



OPPORTUNITY

Graphic Design Intern

Intern will assist the development of apparel and merchandise designs and campaigns and planning and executing retail sales at events. This will be merged with an overarching goal of engaging and telling enticing community members' stories through apparel and merchandise.

Level: Part-time; Contract

Reports to: Director & Principal Designer

Compensation: Stipend

Start Date: July 31, 2017

About Civic Creatives

Civic Creatives is the design and strategy firm for changemakers. We produce interactive events, tools, and services that help citizens more creatively engage and address social topics that matter to them. Our work helps foster the discovery, ideation, prototyping, and actualization of community-driven civic solutions. And as a social enterprise, we dedicate portions of our client revenue to support the launch and growth of scalable, design-based community projects. See our work and learn more at <http://civiccreatives.com>.

Responsibilities and Duties

- Assist with events and event planning
- Research collateral and apparel materials
- Staying up-to-date with target audience fashion and social trends
- Looking for sponsorships
- Set-up and day-of event responsibilities
- Order merchandise supplies
- Manage online retail marketing
- Participate in creative discussion about visual displays in exhibitions and will be involved in creation & production of displays
- Assist in creatively brainstorming and developing guerilla and apparel campaigns related to Civic Creative's

Qualifications

- Currently pursuing Degree in Design or equivalent job experience.
- Proficiency in using Adobe Creative Cloud software, including but not limited to: Photoshop, Illustrator, InDesign, Premiere, and After Effects
- Ability to multi-task
- Entrepreneurial-minded
- Excellent visual, oral and written communication skills
- Self-starter with a strong sense of urgency