



Job Title: Digital and Social Media Creator

Department: Development

Reports To: Director of Development

FLSA: Hourly / Non-Exempt – Part Time (20 hrs/wk) Pay Range: \$17-18hr DOE

Location: Loveland & Berthoud, CO – on-site across HNS program locations

Organization

Founded in 1961, House of Neighborly Service assists and advocates for people challenged by the effects of poverty or situational crisis by providing basic need services. HNS's work is grounded in four core values: Honor, Unity, Growth, and Service.

Overview

The Digital and Social Media Creator brings HNS's mission to life through compelling visual storytelling and consistent branding across digital and print channels. This position leads content creation for social media and e-news and provides graphic design support for materials used across HNS programs, including the Life Center, Treasure Exchange, and Group Volunteer space.

This position is part of the Development team and reports directly to the Director of Development. It works closely with Program Managers to plan and execute HNS's content marketing strategy, awareness, and events. This position has no supervisory responsibilities.

Responsibilities

Specific duties include but are not limited to:

Content Strategy & Social Media

- Collaborate with the Development team to plan content marketing strategy for social media, digital e-news, printed mailings, and events.
- Create and execute social media content (Facebook, Instagram, LinkedIn) and digital e-news on a consistent publishing calendar.
- Capture photos and video at HNS programs and events for use in storytelling, following client privacy and consent guidelines.
- Keep the email database current from website sign-ups and unsubscribes.

Graphic Design & Branding (Expanded)

- Design branded print and digital materials as needed.
- Create design assets to support program areas, including the Group Volunteer space and Treasure Exchange.
- Build simple, reusable templates (e.g., in Canva) for program staff self-service use where appropriate.

Events & Donor Support

- Assist with planning, logistics, and execution of special events, including fundraising and community awareness events.
- Work with fundraising database and tracking systems (DonorView, Colorado Gives, etc.) as needed to support campaign content.
- Represent HNS at events as assigned; provide HNS/Life Center tours as needed.
- Assist with other duties as assigned.

Requirements

- 1-2 years of relevant experience in content creation, graphic design, or marketing, or an equivalent portfolio demonstrating comparable skill.
- Demonstrated graphic design ability; proficiency in Canva preferred.
- Social media content creation and management experience.
- Strong eye for visual design, brand consistency, and storytelling.
- Basic photography and video/photo editing skills a plus.
- Strong written communication and editing skills.
- Proficiency with Microsoft Office Suite (Word, PowerPoint, Excel).
- Ability to manage multiple projects and deadlines with creativity and flexibility.
- Must be able to work occasional special events and additional hours during peak times as required.

Physical Requirements

- Ability to sit at a computer workstation for extended periods to perform design and content creation tasks.
- Ability to occasionally lift and carry up to 50 lbs (event materials, signage, equipment).
- Ability to stand, walk, and move around event or program spaces for extended periods when representing HNS at events.
- Ability to bend, kneel, or reach to set up displays, tables, or event materials as needed.
- Manual dexterity and visual acuity sufficient for photography, videography, and detailed graphic design work.
- Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

Culture

- Approach daily tasks, projects, and follow-up communication with energy and thoroughness.
- Show respect and appreciation for others, including HNS and Life Center clients and partners.
- Arrive to work and meetings 10 minutes early.

Servant Leadership

- Genuine interest and action in helping others.
- Genuinely and consistently treat co-workers, volunteers, donors, and Life Center partners like they are the most important person – including eye contact, a smile, and a genuine “thank you.”

Teach-ability

- Consistent eagerness to learn, listen, apply knowledge, and accept feedback.
- Strong initiative and vision for continuous improvement while contributing to a positive team atmosphere.

Dress Code

- Meets HNS dress and grooming expectations in support of a professional, clean, and welcoming environment for donors, volunteers, and co-workers.

Efficiency

- Demonstrate pride and ownership of work while meeting expected deadlines.
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Staff

Date

Human Resources

EQUAL EMPLOYMENT OPPORTUNITY

House of Neighborly Service (HNS) is dedicated to the principles of equal employment opportunity to all individuals based on job related qualifications and ability to perform a job, without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, marital status, genetic information, or any other applicable status protected by state or local law. In addition, HNS will provide reasonable accommodations for qualified individuals when appropriate.