



JOB DESCRIPTION

Job Title: Social Media and Design Specialist

Organization: Latinos En Spokane

Status: Part – Time (20-30h week) | Non-exempt

Salary: \$22-\$25 per hour + Medical stipend

Benefits: Paid time off (PTO and holidays) and Medical Stipend

Reports to: Communications & Marketing Manager

About Latinos En Spokane:

Latinos En Spokane is a dynamic, Latino and immigrant-led 501(c)(3) non-profit organization committed to effecting systemic change, advancing racial justice, and fostering generational health and wealth within the Latino, immigrant, and marginalized communities of Eastern Washington. Our mission is to empower, uplift, and advocate for these communities through a multifaceted approach, which includes providing wrap-around services, building cultural landscapes, supporting entrepreneurs, organizing, and advocating for policies that promote justice and inclusion.

Context of Job:

We are seeking a highly motivated and creative Social Media and Design Specialist to join our team, with a primary focus on helping our Communications & Marketing Manager create social media content, flyers, and relaying resources to the immigrant community. The Social Media and Design Specialist will play a crucial role in enhancing our online presence, communicating resources, and promoting our mission to a wider audience. The Social Media and Design Specialist will be responsible for designing visually compelling content, managing social media platforms, and assisting in the development of effective digital communication strategies, with a particular emphasis on serving our Spanish-speaking audience.

Key Responsibilities:

Content Creation:

- Create visually engaging graphics, videos, and other multimedia content to promote our initiatives, events, and services, with a specific focus on resources for the immigrant community.
- Create and curate engaging posts, sharing high-quality content about programs, events, and local news across social media channels (Instagram, Facebook, Tiktok and website). In both languages (Spanish – English).
- Develop bilingual (Spanish/English) social media content that caters to our diverse audience.



- Produce informational flyers and materials for community resources, workshops, and events.
- Collaborate with the team to ensure that digital content aligns with the organization's mission, values, and goals.

Social Media & Video Content Support:

- Monitor social media accounts, interact with users, and collect data for strategy improvement.
- Stay informed about social media trends and emerging content, identifying opportunities for Latinos En Spokane
- Help create engaging posts across social media channels (Instagram, Facebook, TikTok, and the website) in both English and Spanish.
- Produce and deliver videos every week that highlight LES departments, programs, events, or community stories.
- Support the development of graphics and additional video content using tools like Canva or Adobe Creative Cloud Suite.
- Stay updated on social media trends and suggest innovative content ideas.
- Do the day-to-day updates on social media (Facebook, Instagram, TikTok).

Communications Support:

- Support the design and distribution of promotional materials for events and programs.
- Event Assistance
- Attend and participate in events as needed to help with social media coverage and audience engagement.
- Assist in designing promotional materials (program flyers, event signage).
- Support media relations tasks.
- Organize and gather all information about Latinos in the media.

Administrative Duties:

- Collaborate with other departments to ensure consistent messaging and branding across all communications.
- Handle sensitive information with discretion and maintain a high level of confidentiality.
- Assist with other program-related or administrative tasks as assigned by the Communications & Marketing Manager or Executive Director.

Qualifications:

- Passion for social justice and racial equity, and a commitment to Latinos En Spokane's mission.
- One (1) years applicable experience in Social Media Management
- Strong graphic design skills and proficiency with design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign).



- Familiarity with social media platforms and their features.
- Excellent written and verbal communication skills in both Spanish and English.
- Creative and innovative thinking.
- Strong organizational and time-management skills.
- Ability to work independently and collaboratively in a remote setting
- High School Diploma or GED required; AA degree or higher preferred.
- Bilingual in English and Spanish, with strong written and verbal communication skills in both languages.
- Basic understanding of social media platforms and content creation tools (Canva, Adobe Creative Cloud Suite).
- Experience in video production and editing, with the ability to produce five videos per week.
- Familiarity with Wix, Flowdesk, or other communication tools is a plus.
- Highly organized, detail-oriented, and capable of managing multiple tasks simultaneously.
- Strong interest in social media, communications, and community engagement.
- Ability to work independently and collaboratively in a remote setting.

Benefits:

- PTO (Paid time Off - Vacation, Sick Time and Holiday).
- Medical Stipend.
- Contribute to a mission-driven organization focused on transformative change and social justice.

EEO statements

Latinos en Spokane is an equal opportunity employer. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. The safety and well-being of our employees and potential candidates remain a priority.

Acknowledge for hired employee:

I have received, reviewed and fully understand the job description for Design & Social Media Intern. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Printed Name _____



Signature _____ Date: ____/____/____