



## ACEnet Seeks New Team Member as Multimedia Specialist

### POSITION/JOB DESCRIPTION

<b>Title:</b>	Multimedia Specialist
<b>Reports To:</b>	Executive Director
<b>Supervises</b>	N/A
<b>Status</b>	Non-Exempt
<b>Hours of Work:</b>	40 hours per week, with occasional night and weekend requirements
<b>Pay Range</b>	\$16– 18/hour, commensurate with experience

### Job Summary

The Multimedia Specialist strengthens both the organization's brand and assists ACEnet clients with multimedia needs. Anticipated responsibilities will include: 40% time – creating marketing materials for ACEnet such as rack cards, infographics, photos and annual reports; and: 60% time – creating logos, labels, rack cards and business cards for ACEnet clients and partners.

This position will also involve some photo production such as product and client photography. The purpose of these photos will be to further communicate ACEnet's mission as well as feature our variety of clients that range from value-added food production to health and wellness services.

Other duties as assigned will be based around Specialist's interests and skills, such as blog creation, video production, etc.

This position reports to ACEnet's Executive Director, and is a full time, hourly position with occasional night and weekends required. Paid time off benefits included in the compensation package.

**Essential Skills, Knowledge and Abilities:**

- Knowledge of Adobe software such as InDesign, Illustrator, Premiere and Photoshop
- Knowledge of Microsoft software such as Word and Excel
- Knowledge of Microsoft One Drive
- Ability to work on your own while also contributing to a team of dedicated employees
- Interest in helping low-income entrepreneurs grow their businesses
- Interest in increasing food access and food education within your community
- Passion for strengthening the growth and sustainability of your community
- Ability to prioritize multiple responsibilities and needs

**Minimum Qualifications**

- Some previous multimedia experience at a professional level
- Experience working with client needs and suggestions

Physical Location of the job: The position will be located at the Athens campus of ACEnet, 94 Columbus Road, but some work could be done remotely.

*NOTE: The above job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

Please submit cover letter and resume to  
megganr@acenetnetworks.org for interview consideration.