



Position: Digital Media Manager | **Full-Time:** Salary Position

Culture:

Trying Together is a Pittsburgh-based nonprofit that supports the work of early childhood by providing advocacy, community resources, and professional growth opportunities for the needs and rights of children, their families, and the adults who interact with them. A fast-paced organization, Trying Together looks for dedicated and passionate staff who bring positivity to their work and a solution-oriented sensibility.

Purpose:

The Digital Media Manager is responsible for designing, producing, and distributing digital content in support of communications for Trying Together, Homewood-Brushton Family Support Center, and the Early Learning Resource Center (ELRC) Region 5. This content includes but is not limited to: e-communications; interactive media; social media; videos; and websites. This person will report to the Director of Communications and work collaboratively along with the Communications Manager to meet branding, communications, and marketing needs aligned with the organization's goals and strategy.

Responsibilities:

- Schedule e-communications using MailChimp Pro.
- Schedule content and manage engagement for social media platforms including: Facebook; Instagram; LinkedIn; Pinterest; and Twitter.
- Work with Director of Communications and Communications Manager to develop conversion funnels and strategy to grow key audiences.
- Publish events, news, and page content for WordPress and SquareSpace websites.
- Crop, edit, and optimize images for digital and print.
- Related duties as assigned.

Qualifications:

- Bachelor's degree in: communications; digital media; graphic design; interactive media; marketing; video production; web design; or web development.
- Current knowledge and three to five years working experience with digital platforms including but not limited to: Adobe Creative Suite, Google Suite, MailChimp Pro, Microsoft Office Suite, Phone2Action, social media, SquareSpace, and WordPress.





- Understands and uses best practices for accessibility, image optimization, information architecture, and writing for websites.
- Three years website design experience.
- Understands and uses best practices for accessibility, information architecture, and writing for websites.
- Ability to prioritize and execute tasks in an efficient manner.
- Enthusiasm for professional growth and the ability to self-start.
- Knowledge, interest, or experience in advocacy, community engagement, nonprofits, and/or the early care and education field is helpful.
- Ability to work nights and weekends as needed.

Required Clearances:

- Clean Act 33 Child Abuse Clearance
- Clean Act 34 Criminal Clearance
- Clean Act 73 FBI Clearance

Physical Requirements:

- Ability to lift 10-20 pounds

Benefits:

- Competitive compensation and benefits package.
- Appreciative inquiry and strengths-based review process.

Interested Applicants:

Submit cover letter and resume with a minimum of three work-related references to jobs@tryingtogether.org. Phone calls will not be accepted. Posting will remain open until filled.

