



CASTLE PINES CHAMBER OF COMMERCE MARKETING DIRECTOR

- While the official title is Marketing Director, this position has a strong emphasis on graphic design and social media management.

Location: Castle Pines, Colorado

Company: Castle Pines Chamber of Commerce

Job Type: Part-Time Hybrid (partially in-office and partially remote) Position

Hours: Approximately 20/Week

Compensation: \$23/hour

Overview:

As the Marketing Director for the Castle Pines Chamber of Commerce, you will play a crucial role in visually representing our organization and promoting our mission to support local businesses and foster economic growth. Your marketing campaigns and designs will help communicate the value of Chamber programs, events, and initiatives, enhancing our brand identity and driving meaningful engagement.

Position Details:

- This position offers a flexible work schedule.
- The Chamber office is closed during most Douglas County School District holidays.
- While this is a hybrid position, there is an expectation to attend team meetings on Tuesdays from 9:30am-11:30am in the office. There is also an expectation to fulfill one day each week in the office.
- An Apple laptop computer will be issued for work use.
- MD position is supervised by the Castle Pines Chamber Executive Director.
- There are no insurance or vacation benefits associated with the job.
- MD will receive an annual W-2 form at the end of the year.
- MD will maintain confidentiality when dealing with information owned by or pertaining to the Castle Pines Chamber of Commerce.

Key Responsibilities:

Design Collateral: Develop visually appealing designs for print and digital collateral such as brochures, flyers, posters, social media graphics, and advertisements to promote Chamber events, programs, and services.

Brand Management: Maintain and uphold brand guidelines across all design projects, ensuring consistency and alignment with the Chamber's brand identity and messaging.

Digital Media: Create engaging graphics and visuals for website banners, email campaigns, social media platforms, and digital newsletters to increase online visibility and engagement.

Event Support: Design event materials including invitations, signage, programs, and presentations to support Chamber events and activities.

Collaboration: Work collaboratively with internal teams, including the Membership Director, Events Director and Government Relations Director.

Social Media Management: Create a consistent and strategic presence on social media (Facebook, Instagram, LinkedIn) by posting event photos, new member announcements and additional Chamber promotions.

Qualifications:

- Proficiency in graphic design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign).
- Strong portfolio showcasing a range of design projects across print and digital mediums.
- Excellent communication and collaboration skills, with the ability to work in a fast-paced, deadline-driven environment.
- Knowledge of digital and social media marketing trends

Benefits:

- Flexible work schedule
- Opportunity to make a meaningful impact on the local business community.
- Professional development and networking opportunities within the chamber network

Joining our team as a Marketing Director means being part of a dynamic organization dedicated to supporting local businesses and driving economic prosperity. Your creativity and design expertise will directly contribute to our mission's success and make a tangible impact on our community.

Please forward all inquiries and resumes to info@castlepineschamber.com