



Town of Kiawah Island, Seeking a Communication Assistant

The Town of Kiawah Island, South Carolina is seeking a Communication Assistant. This is a new position created by Town Council. The essential duties and responsibilities performed by this person will include, but not be limited to the following:

- Create designs, concepts and sample layouts based on knowledge of layout principles and esthetic design concepts
- Provide communication and media assistance to Arts Council, and staff liaison to Arts Council
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts
- Draw and print charts, graphs, illustrations, and other artwork
- Monitor event timelines and ensure all deadlines are met
- Create content for website. Update web pages as necessary, maintains timely and current content. Aid in managing and posting content on the Town's social media pages.

This position reports to the Communication Specialist.

Qualifications:

- Bachelor's degree in graphic design, communications or of a closely related field
- Any equivalent combination of education and experience
- Graphic design skills, layout skills, creativity, flexibility, attention to detail, and deadline-oriented
- Proficient in MS Office and Adobe Creative Suite

Pay info: \$35,000, annually + benefits

How to apply: Applications are available at Town Hall, 21 Beachwalker Drive, Kiawah Island, SC 29455 and online at www.kiawahisland.org. Forward application, resume and samples of previous work or portfolio to Attn.: Stephanie Braswell Edgerton, Communication Specialist. Only those candidates considered for an interview will be contacted.

Deadline: August 22, 2016

EOE Disclaimer Town of Kiawah Island is an Equal Opportunity Employer.