

# Communications Specialist (PT)

**Just San Bernardino Collaborative**



**Position Type:** Part-time Non-Exempt

**Location:** San Bernardino County, California (Hybrid)

**Reports To:** Coalition Director

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## **About Just SB**

Just San Bernardino Collaborative is a coalition of eight organizations working to advance inclusive economic opportunity and mobility through grassroots organizing and power building, community development, and racial equity work in San Bernardino and the broader Inland Empire regions. Just SB's core strategies include:

- Artist and creative industry worker development
  - Experience and exposure to impactful careers in growing industries for students
  - Environmental regulations to eliminate polluting industries and proactive investments to improve air and water quality.
  - Collectively owned land and real estate development projects.
  - Entrepreneurship and job opportunities and housing for all.
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## **Summary**

This role focuses on designing impactful visuals to support JustSB Collaborative's programming, events, and marketing efforts. The ideal candidate has a strong design sense, is comfortable working with multiple projects, and shares our passion for building a community centered economy through organizing.

## **RESPONSIBILITIES**

### **Design & Content Creation:**

- Develop high-quality graphic content for print and digital platforms, including flyers, posters, newsletters, event signage, and social media visuals that caters to a diverse audience.
- Collaborate with the team to maintain consistency with the organization's brand identity.
- Assist in the development of creative assets for special projects and campaigns.

### **Social Media & Digital Assets:**

- Create engaging visual content tailored for platforms like Instagram, Facebook, and newsletters.

- Support the creation of templates and graphics for JustSB's website and partner communications.

### **Event & Program Support:**

- Design event branding and promotional materials for workshops, panels, and public programs.
- Collaborate with photographers and videographers to develop cohesive visual storytelling.
- Participate in occasional meetings or site visits to capture design needs for specific events.

### **Administrative & Collaboration:**

- Work closely with the executive team and program teams to align visuals with campaign goals.
- Manage design projects and timelines effectively, ensuring deliverables are met.
- Track project metrics and feedback to recommend improvements for future designs.

\*Any other responsibilities as assigned by supervisors.

### **Requirements**

- Some college credits or relevant experience in Graphic Design, Visual Arts, or a related field.
- Proficiency in design software, such as Canva, Adobe Creative Suite (Illustrator, Photoshop, InDesign).
- Familiarity with social media platforms and content creation trends.
- Experience with photography and video editing is a plus.
- Knowledge of website design platforms (squarespace) is desirable.
- Strong portfolio showcasing diverse design work.
- Ability to manage multiple deadlines and work independently.
- Passion for arts, culture, and community engagement.
- Candidate must have personal transportation available for job related travel, valid California Driver's License and automobile insurance.

### **Salary & Benefits**

This is a part-time position hourly position (\$20 - \$27 depending on experience).

### **Work Schedule**

- Flexible work schedule with remote options available.
- Technology and software will be provided
- Occasional evening or weekend availability may be required for events.
- Opportunity to grow within a dynamic, arts-focused nonprofit.

### **Application Process:**

This position will be available immediately. Application materials are now being accepted. Review of resumes will begin immediately and continue until the position is filled. The position may close when an adequate number of qualified applications are received.

**How to Apply:** Interested and QUALIFIED candidates should email the following:

1. Cover Letter - Include 1) qualifications, experience and desire to work with diverse organizations to build the economic future of San Bernardino; and 2) future career/educational goals
2. Current Resume
3. Professional References (3) - Include Name, Title & Company, phone number

Please send cover letter, resume and references to: **[justsb@BLUedfoundation.org](mailto:justsb@BLUedfoundation.org)**  
**For information, please visit [www.BLUedFoundation.org](http://www.BLUedFoundation.org)**