



## **Important Qualifications and Assessment for FEMM Multimedia Associate**

All applicants must be fully committed to the mission of FEMM. Applicants should have a bachelor's degree and are skilled in graphic design, website development, and social media management, and/or other related multimedia work. Having prior professional experience is an advantage. Fluency in English is required. Applicants will be evaluated through their application documents and multiple competency-based interviews with FEMM Staff. Applicants are required to submit a portfolio of their best works.

The **FEMM Multimedia Associate** reports directly to the FEMM Director of Marketing and works with the FEMM staff to develop and support programs. The FEMM Multimedia Associate's main task is to provide design, social media and technical support to FEMM. This includes and is not limited to being responsible for keeping the FEMM website and Canvas courses up to date, broad audio and video technical services and is an expert in technology, capable of operating, troubleshooting, and configuring multiple multimedia platforms. This is a full-time position.

### **Job Description:**

- Website Management
  - Manages the FEMM website maintenance and execution of related tasks as assigned.
  - Ensure timely updates to the website, online courses, and integration and enrollment on Canvas as needed
  - Keeps up-to-date with technological and software developments, and identifies new opportunities that assist program and organizational success
  - Keeps the FEMM Medical and Teacher Directories updated
- Program and Events
  - Assists Director of Marketing in organizing and running Medical Management Courses, webinars, and other online events



- Learning Management System (LMS)
  - Create and maintain Canvas courses, uploads content, and publish materials
  - Integrates and manages JotForms and other event and course registration tools and information as needed
  - Maintains and tracks the links and information for all courses
- Graphic Design and Video Production
  - Provides design support for programs and marketing campaigns
  - Develops and/or prepares presentation materials
  - Prepares presentation digital and print materials for FEMM Teachers, Medical providers, and partner organizations
  - Work with the Director of Marketing for video production projects
- Social Media and Communications Management
  - Works with the Director of Marketing and the FEMM communication team to manage and implement the communications plan and strategies as required.
  - Manages the FEMM's social media accounts
  - Answers comments and inquiries
  - Schedules and publishes posts