



# RE:NEW

*Creating hope for refugee women*

## MARKETING ASSOCIATE

**ABOUT RE:NEW PROJECT:** Re:new is a faith-based nonprofit located in the Chicago suburbs. We offer free sewing and English classes to refugee women resettled in the Chicagoland area. Once they graduate from our free class, we offer them a place in our paid 2 year skill training program. During this time, they create beautiful, handmade items out of upcycled materials in our sewing studio that are then sold in our storefront and online, with all proceeds going right back into our program. While in this program, they participate in additional skill training, continuing English classes, are paired with a Christian mentor, given referrals to other resources, and are welcomed into a safe community!

**MISSION:** *Guided by our faith in Jesus Christ, Re:new creates a space for refugee women to thrive.* We achieve this by partnering with local churches, businesses, and individuals. We are financially sustained through the generosity of donors and the sales of our products. We offer a range of vocational, faith-based, charitable, educational, development, and program activities that fulfill our mission of caring well for refugees so they can grow into all God has for them to be and realize their God-given potential.

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### Position Description: Marketing Associate

Re:new is seeking a Marketing Associate to implement the annual and monthly marketing plans set by the Sales & Marketing Director and Executive Director. This position is an important role to create cohesiveness around the Re:new brand and creatively advocate about our ministry. This role is responsible for the upkeep of our social media presence, creating graphics, and managing the website and online store.

### Position Details:

- Hours: 10-15 hours per week
- Compensation: \$14 per hr
- Reporting: Executive Director
- Hybrid, flexible schedule

### Qualifications:

- Strong creative and/or digital design skills
- Excellent communication skills
- Follows directions and works well under time constraints
- Comfortability with ecommerce or ability to learn quickly
- Photography skills or ability to learn quickly
- Working knowledge of social media channels
- Experience with Lightroom and Canva a plus, but not required



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- Experience with Lightspeed or other sales platform a plus, but not required

## **Responsibilities:**

- Manages website/ecommerce
  - Implements creative direction of website as set by Sales & Marketing Director
  - Does all product photography for ecommerce
  - Uploads, tags, and stores online inventory
  - Keeps website up to date
  - Fulfill online orders
- Sales & Development Marketing support
  - Implements marketing calendar set by executive team (including social media)
  - Manages social media accounts
  - Creates graphics for sales and development marketing
  - Assists with writing copy and sending sales emails in accordance to the marketing calendar set by executive team
- Assist with storefront when needed
- In house photography to use for social media and development

To apply for this position, please email resume and portfolio or relevant display of work to Kristi Helgeson, Executive Director at [kristi@renewproject.org](mailto:kristi@renewproject.org)