

## **Creative Support Specialist**

The Creative Support Specialist will work directly with members across the team to ensure all project tasks are completed efficiently. In addition, you will work closely with the senior leadership team to schedule meetings and follow up on internal and external tasks and deliverables. You will be responsible for coordinating activities across multiple calendars, developing initial drafts of some internal and client-facing documents, and working collaboratively with team members from across the agency to promote client goals and advance their mission.

### **Essential Job Duties**

#### *Learning (15%)*

- Participate in professional development and learning activities to continuously improve leadership, management, project management, and writing skills
- Read and reflect on agency readings; connect readings to short- and long-term goals for team and agency
- Participate in agency team meetings, professional development check-ins, and other internal meetings, as needed
- Maintaining high-level of organization for print and digital files and materials

#### *Project Management Support (85%)*

- Support the development of positive and professional staff and client relationships through phone and email communication, including following up with clients after meetings and sending internal reminders about specific tasks
- Support project management with general operational tasks
- Plan and schedule meetings, presentations, and related events; send reminders regarding upcoming appointments to internal team and clients
- Answer phones in a professional manner and direct calls to appropriate persons or take detailed messages
- Manage communication of information in and out of the office; type out correspondence letters, emails, memos, etc. (paper and electronic)
- Assist in preparation of presentation materials for internal and external meetings, including drafting agendas, compiling design mock-ups, and other related tasks
- Use Teamwork project management software to organize projects, schedule tasks, and ensure projects are kept on-time and within budget
- Draft detailed notes and action items for project meetings and send internal and external follow-up emails to ensure deliverables are completed on time
- Assist with monitoring and tracking budgets, following up with vendors, and preparing financial reports for clients, as needed

## **Job requirements & Qualifications**

- Excellent written and verbal skills
- Detail-oriented and exceptional organizational skills
- Ability to learn and adapt quickly in a fast-paced environment
- Ability to handle the pressure of meeting tight deadlines
- Intrinsically motivated self-starter, team player, critical thinker, and effective communicator
- A healthy dose of curiosity
- Extensive knowledge of Microsoft Office
- Outstanding communicator, both orally and written
- Excellent customer service skills
- Ability to prioritize given tasks and work efficiently towards completing them
- Strong problem solver and analytical thinker

Compensation commensurate with experience. Interested candidates should submit a resume and cover letter to [fcg@fcgworks.com](mailto:fcg@fcgworks.com).

## **About Fahrenheit Creative Group**

We are a minority-owned, full service marketing communications firm in Jackson, Mississippi. We work closely with our clients to develop and deliver strategic communications plans and powerful, creative designs that support their missions, amplify their work, and produce meaningful outcomes.

We firmly believe in equity, justice, community, and learning, which is why we strive to practice and promote those values in our offices and advance those ideals through our work.