

# MCA IS HIRING

**Job Title: Web Master and Graphic Designer**

**Position – Part Time, Flexible Schedule**

**Location – Remote/Work from home**

**Scope of Position:** MCA is a non-profit religious organization servicing the needs of the Muslim community since 1981 and has 2 facilities in Santa Clara. This person will be responsible for managing MCA's website and other communication medium.

**Responsibilities:**

The job responsibilities are included, but not limited to, as follows:

- Develop promotional materials for various MCA Committees upon request. Promotional materials may include: Flyers, posters, postcards, banners, tickets & brochures for print and for the web as needed.
- Collaborate harmoniously with multiple committees in MCA to meet their design requirement, incorporate their feedbacks and meet the deadlines.
- Responsible for managing all contents of the website, different events and ads on the main page, calendar of events and committee's web pages according to their needs.
- Responsible for uploading content on all social media outlets daily.
- Manage the resizing of ads for multiple outlets and transform into emails as needed.
- Responsible for creating payment and registration pages as needed by committees and providing complete registration lists upon request.
- Send out weekly and on demand emails to the subscribed members with info and events happening at MCA.
- Manage customer inquiries about online ads and costs.
- Flexibility with designing materials and providing edits on a short notice.

**Skills and Experience:**

- A strong portfolio of relevant, interactive work via web, mobile and tablet that demonstrates both their graphic design background.
- Strong teamwork, self-management, problem-solving abilities and interpersonal skill.
- Must have strong writing & grammar skills.
- Knowledge of current web design trends and practices.
- Knowledge of Photography and photo editing.
- Must have knowledge of Social Media Content Management: Facebook / Twitter / Instagram / YouTube / LinkedIn.
- Proficiency with MS Office Suite (Word, Excel, PowerPoint, and Outlook).
- Demonstrated CSS, HTML, and JavaScript skills.
- Must be able to handle confidential information.

**To Apply – Please send your resume to [HR@mcabayarea.org](mailto:HR@mcabayarea.org)**