

Position Title: Marketing & Communications Assistant

Organization: The Creativity Shell

Location: Kingwood, TX (On-site)

Schedule: Monday – Friday, 8:30 AM – 3:30 PM

About the Creativity Shell

The Creativity Shell is a nonprofit organization dedicated to using creative arts such as sewing, cooking, art, and STEAM to teach life skills, promote positive mental health, and inspire the next generation of makers. Our programs serve children in schools, shelters, libraries, and our own studios, helping them develop confidence, creativity, and life skills through hands-on learning.

Position Overview

We are seeking a dynamic **Marketing & Communications Assistant** to build communications, manage events, and help strengthen the Creativity Shell's presence in the community. The ideal candidate will be an excellent communicator (both written and verbal), highly organized, creative, and skilled in tools such as Canva and social media platforms. This role also includes acting as a responsible **key holder** for the Creativity Shell.

Key Responsibilities

- Develop and implement marketing and communications strategies across social media, newsletters, flyers, and community outreach.
- Create promotional materials using Canva and other design tools.
- Manage and help execute events including:
 - Birthday Parties
 - Parent Night Out
 - Teen Nights
 - Munchkin Markets
- Serve as a primary communications contact for parents, teachers, staff, and the community.
- Ensure consistent messaging and brand representation across all channels.
- Provide administrative support for event planning and coordination.
- Act as a responsible key holder for the Creativity Shell, assisting with opening and closing duties.

Qualifications

- Excellent written and verbal communication skills.
- Strong organizational and multitasking abilities.
- Proficiency with Canva, social media, and Microsoft Office/Google Workspace.
- Experience in marketing, communications, or event management (nonprofit experience preferred).
- Ability to work independently and as part of a team.
- Creative thinker with attention to detail.
- Honest, reliable, and trustworthy.
- Flexible, with a passion for the mission of the Creativity Shell.

Compensation

- Salary/hourly rate commensurate with experience.
- Supportive and creative work environment.