Job Posting: Communication Designer (Freelance)

About Hot Bread Kitchen

Hot Bread Kitchen is a non-profit social enterprise that creates economic opportunity through careers in food. We achieve our mission through our two innovative programs: our best-in-class Workforce Development Training program for underserved women in the food industry, and our Small Business Incubator which has a focus on serving businesses owned by women, immigrants, and people of color. Learn more at hotbreadkitchen.org.

Job Overview

The Freelance Communication Designer will join the Hot Bread Kitchen Brand Team on a three month contract. The Brand team is responsible for raising $4 million+ in annual philanthropic support from a variety of funding sources and supporting the entire Hot Bread Kitchen team through marketing, communications, and storytelling. This position reports to and works with the Director of Brand.

This role will bring graphic/communication design expertise to Hot Bread Kitchen while working quickly, collaboratively, and with the mission in mind. The successful candidate will be nimble and creative, highly organized, and have a strong interest in being part of a movement to support women, small food businesses and an equitable food system.

Design Projects & Duties include:

- **Templates:** Using Hot Bread Kitchen's existing brand style, create and edit easy-to-use templates for presentations and collateral in Google Docs and Google Slides
- **Infographics:** Collaborate with the brand and impact teams to synthesize and visualize data to create graphics and infographics demonstrating need and impact for fundraising, storytelling, and social media
- **Event materials:** Get creative to design sub-brands for Hot Bread Kitchen signature events (like our upcoming Kitchen Conversation series), as well as strategize and design collateral pieces for promotion
- **Other communications:** Assist in creation and updating email newsletter communications, graphics for social media, and more as needed
Desired Attributes

- Demonstrated experience in creating compelling messaging through visual + written forms (portfolio required!)
- Commitment to Hot Bread Kitchen’s mission, and passion for advancing the rights of women, immigrants, and entrepreneurs. You see your designs in service of the larger mission!
- Excellent communication skills combined with project management abilities to drive cooperation and collaboration
- Digital pro: must have experience with Google applications, Slack, project management tools (we use Asana) and Adobe Creative Suite
- Ability to work in an ever-changing environment and be comfortable iterating and receiving feedback
- Positive, can-do attitude
- Photo editing, video/audio production/editing experience is a plus

This is a three month freelance W-2 role working on a part time basis up to 20 hours per week. Hot Bread Kitchen’s Brand team is currently remote but based in the NYC Metro area (Eastern time).

Application instructions

To apply, please send a resume, portfolio (link or attachment) and cover note to msivin@hotbreadkitchen.org. Please note a portfolio is required for this role.

Hot Bread Kitchen is an equal opportunity employer and is committed to promoting a diverse workplace. All candidates encouraged to apply.