



COMMUNITY SECONDMENT PROGRAM

2023 POSITION DESCRIPTION

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| Role: | Graphic Design |
| Department: | Marketing & Communications |
| Reports to: | Manager, Graphic Design |

PURPOSE OF ASSIGNMENT

Reporting to the Manager, Graphic Design, this position is responsible for designing and producing digital and print materials to help achieve the strategic impact objectives of the organization. The position works with the Marketing and Communications team and other stakeholders across United Way East Ontario to interpret organizational needs and to propose and execute creative design solutions to help meet those needs. The position develops critical paths, coordinates work, collaborates with colleagues, and ultimately creates market leading content – all while ensure that work is delivered on time, and on brand.

RESPONSIBILITIES

- Graphic Design**
- Develop creative and design concepts for print, digital and other media to meet communications and marketing deliverables
 - Ensure brand (look and feel, images, language) consistency across all media
 - Produce artwork for a range of print, display and digital communications and marketing platforms and applications
 - Participate in meetings to interpret needs and make design and creative recommendations
 - Work closely with members of the Marketing and Communications team and other departments and stakeholders for input and direction on the development of collateral
- Graphic Design Project Management**
- Project manage the development of collateral as assigned by the Manager or project leads
 - Participate as a member of project workgroups
 - Participate in production meetings on project status and new developments
 - Perform design/copy/translation quality assurance
 - Secure internal/external sign offs on printed/new media material
 - Review and approve proofs from print house/promotional suppliers
 - Ensure backup files are maintained and progress reports are updated on an ongoing basis
 - Track projects and ensure on-time and on-budget delivery through the monitoring of critical paths
 - Concord translated text into bilingual documents

- Support communications with vendors including budget and costing from external providers

ASSIGNMENT DURATION

This assignment is a full-time position for one year starting in June, July or August 2023.

QUALIFICATIONS

Experience:

- 3+ years working in a similar role
- Demonstrated track record of creative and design innovation
- Demonstrated experience in designing and producing a wide range of materials for various channels and platforms
- Experience working with multiple stakeholders in a complex environment
- Experience in applying brand consistency across numerous channels

Knowledge, Skills and Abilities:

- Thorough knowledge of graphic design, new media and printing techniques
- Experience using Adobe Suite of Products, Microsoft Office in a Mac environment
- Creative problem-solver
- Ability to work in a fast-paced, multi-faceted environment
- Exceptional interpersonal skills and ability to work with internal and external stakeholder groups
- Strong collaborative skills, ability to manage competing interests and ambiguities
- Demonstrated ability to work independently and to meet budget and timeline constraints with grace
- Project management skills
- Strong organizational and time management skills
- Ability to ask questions and propose solutions to determine the best course of action
- Excellent oral and written communication skills in English
- Ability to concord English and French Text
- Must have a keen eye for detail
- Flexibility and initiative
- Ability to exercise good judgment and decision-making abilities
- While not required, and interest and/or skillset in video production is welcome

BENEFITS OF THIS ASSIGNMENT

- Ability to harness the power of your creativity to make and share work that benefits your community, and the causes you care about
- Apply and refine the following professional competencies through experience in the non-profit sector: Communication; Interpersonal; Client Services; Self-Management; Thinking; and Organizational

- Opportunity to work with a talented marketing and communications team in a dynamic community organization
- Contribute to making our community stronger, healthier and safer for all
- Network with United Way East Ontario staff and volunteers

HOW TO APPLY

Community Secondment Program benefits, terms and conditions are available on our website. Applicants should review this material with their manager and obtain their manager's approval to apply.

To apply please forward your resume and a cover letter (maximum 500 words) to csantamaria@unitedwayeo.ca. Please indicate which positions are of interest and copy your manager in your submission