



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## Graphic Designer & Communications Coordinator

**Job ID** 0C-8A-25-4C-16-5A

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=0C-8A-25-4C-16-5A>

**Company** Canuck Place Children's Hospice

**Location** Vancouver , British Columbia

**Date Posted** From: 2020-11-06 To: 2021-05-05

**Job** Type: Full-time Category: Creative Media and

Writers

**Languages** English

### Description

Graphic Designer & Communications Coordinator

Location: Development Granville Office and remote working

Reporting to: Manager, Communications & Marketing and Officer, Digital Communications

Job status: Permanent 1.0 FTE (75 hours bi-weekly)

Canuck Place Children's Hospice (CPCH) is British Columbia's recognized pediatric palliative care provider. For over two decades, through the many programs and services we provide, we have made a significant difference in the lives of children with life-threatening illnesses and the families who love them. Be part of a talented and innovative team that takes pride in supporting and providing the highest quality pediatric palliative care.

HERE'S WHY IT'S SO GREAT TO WORK WITH US. Aside from being surrounded by a friendly, inclusive, dedicated team, Canuck Place offers employees up to 20 days' vacation (pro-rated to their full-time equivalency), an 100% employer-paid benefits package, Municipal Pension Plan (MPP), a Health Spending account that provides up to \$500 annually to provide additional coverage for health and wellness activities/services, weekly onsite massage therapy, informative lunch & learns, as well as various learning opportunities. Canuck Place Children's Hospice also has a "Care For the Caregiver" committee who provides ongoing, creative activities to connect us with one another as a reminder that it's this moment that really counts.

### SUMMARY

The Graphic Designer & Communications Coordinator role reports to the Officer, Digital Communications for website and social and additionally reports to the Manager, Marketing & Communications for brand and design. The Graphic Designer & Communications Coordinator role will support the Communications, Marketing & Events Department in coordinating various design, marketing and communications brand elements for Canuck Place Children's Hospice (CPCH). The Graphic Designer & Communications Coordinator role is resourceful and has creative vision to design and build powerful content to deliver in print and on digital platforms.

### RESPONSIBILITIES

- Designs and supports development of all creative projects, including marketing materials for internal and external stakeholders including event collateral, media ads and donor reports. Must have a solid foundation of the principles of design, typography, composition, colour theory. Creates designs and other visuals with quality font selection, imagery, colors, and layout.
- Knowledgeable about responsive design and can conceptualize and execute various digital communications materials.
- You have demonstrated artistic and conceptual abilities in creating designs for engaging and dynamic user experiences
- Maintain and update monthly campaigns, incentives, special graphics, banners banner placement and landing pages
- Ability to keep up-to-date knowledge of online marketing and design trends
- Conceptualizes visual assets to support campaigns- web, social media, apps, banners, emails, print and collateral ensuring consistency and adherence to brand standards
- Design research, ideation and creation of marketing and branding assets to support the goals of awareness and fundraising
- Facilitate discussions and design thinking / feedback sessions with internal project stakeholders for targeted audiences. Ability to present ideas with confidence.
- Ensures successful delivery of multiple projects by managing design deliverables and timelines with the Officer and Manager. Liaises with various vendors including printers and manages relationship with vendors for coordination of print and digital production as required.
- Maintains the digital asset library, updates and maintains organization's brand standards guide
- Supports the development of various online content series with the Officer, Digital Communications by contributing ideas and supporting design elements
- Leads the production of the Family Advisory Council (FAC) newsletters and Direct Mail newsletters including design, completing digital and supplied text content the newsletter
- Maintains the Flickr account by uploading event photos and making it accessible for staff, donors, and Canuck Place families
- Assumes other related responsibilities, as assigned.

## EDUCATION AND EXPERIENCE

- Post-secondary degree or diploma in graphic design, communications, marketing, or a related discipline
- A minimum of 2 years of related experience; or an equivalent combination of education, training and experience.

## QUALIFICATIONS

What you bring to the role:

- Strong design skills – new and innovative. Superior understanding of branding, layout, graphics, typography, and colour theory; ability to conceptualize from a creative brief, design and execute, with an impeccable eye for detail and accuracy.
- Advanced knowledge of Adobe Creative Suite (InDesign, Illustrator, Photoshop)
- Strong attention to detail in design and proofreading
- Excellent multi-tasking and project coordination skills; ability to juggle multiple projects and deadlines, without close supervision
- Demonstrated ability to be a collaborative team player and establish and maintain positive

working relationships, both internally and externally

- â€¢ Demonstrated initiative, resourcefulness and thoughtfulness in the decision-making process

- â€¢ Excellent organization and time management skills

- â€¢ Flexibility around changing priorities

- â€¢ Tact, diplomacy and discretion when handling sensitive and confidential situations

- â€¢ Intermediate computer skills in Microsoft Office, WordPress, email software (MailChimp), and

MAC-proficient Knowledge of video editing software is an asset.

- â€¢ Basic HTML knowledge is an asset

You have:

- â€¢ High integrity; creativity; balance, good judgment and objectivity; high vision and conceptual capabilities; consultative, facilitate and collaborative; sense of humor.

- â€¢ Excellent time management skills.

- â€¢ Demonstrates flexibility that allows you to work with high energy, creative people.

- â€¢ Able to thrive and effectively manage priorities in a changing, ambiguous environment.

Note: Flexibility is necessary, as this position may require occasional weekend and evening work and travel within and outside the Lower Mainland.

Canuck Place Childrenâ€™s Hospice hires on the basis of merit and is strongly committed to equality and diversity within its community and to a welcoming and inclusive workplace. We especially welcome applications from Indigenous persons, visible minority group members, persons with disabilities, people of all sexual orientations and genders, and others with the skills and knowledge to productively engage with diverse communities.

### **How to Apply**

Please submit your cover letter and your resume by clicking Apply Now by November 22, 2020. We recognize the importance of a diversified workforce, and we encourage First Nations, Inuit and Metis candidates, members of visible minorities and persons with disabilities to apply.

We thank all applicants for their interest; however, only those candidates who have been short-listed will be contacted.