

Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Graphic Design Associate

Fund Development & Communications Department

Job Purpose

The Graphic Design Associate will work in a team environment, collaborating with the Fund Development and Communications department in the planning, development and implementation of integrated marketing, communication and publication initiatives. These initiatives will support E4C objectives as well as ensure continuity and quality production of information and materials in promoting and building the public image of E4C.

Key Attributes

Artistic Sensibility – Knowledge about design elements, such as color and composition, is vital. Artistic ability and creativity are essential.

Technical Skill – This position requires the technical skills to use the design software package Adobe Creative Suite. This position requires an excellent proficiency with this software. A high level of other programs is also essential. This position also requires understanding of designing for many different media including email, web, Facebook, etc. A clear understanding of printing and printing requirements is a must.

Communication Ability – This position requires the ability to effectively present ideas—both verbally and visually. You'll need to be able to sell your ideas and work with to achieve the end product.

Organization – This position requires organization in order to meet deadlines and stay within a budget. The incumbent will also be able to manage multiple projects, people and deadlines.

Connection to Today's World – This position requires a high proficiency in electronic media and communications. A complete understanding and comfort with social media such as Facebook, Twitter, GooglePlus etc. is a requirement. The incumbent will also have experience with web design and maintenance

Duties and Responsibilities

Key areas of work include:

- Development and design of E4C and program print materials including logos, brochures, posters, flyers, etc.
- Development and management of E4C website
- Development and management of E4C social media initiatives.

Primary tasks of this position include:

- Brainstorming and mocking up design ideas
- Presenting ideas to program managers and clients
- Meeting with program managers and adjusting designs to fit their needs or taste
- Projecting budgets and schedules
- Using Adobe Creative Suite to execute designs
- Working with others, such as printers, programmers, developers or other technicians, to complete the final product

Under the support and direction of the Fund Development and Communications Manager, the Graphic Design Associate will have a wide range of duties and assignments including:

- Working with the Fund Development and Communication Manager on marketing, public relations and other initiatives to increase the community and public presence of E4C and its programs;
- Researching and developing initiatives for promotional materials;
- Working with the media to promote E4C, its programs and fundraising events;
- Assisting in event coordination and developing promotional materials as needed.

Qualifications

- Minimum of 2 years of directly related experience.
- Be an active team member, focused on team goals.
- Extensive experience in graphic design and full familiarity with Adobe Creative Suite is required.
- Excellent written and verbal communications skills required.
- Excellent organizational skills and the ability to handle multiple tasks.
- Strong initiative, the ability to work independently, and ability to meet deadlines are essential.
- Ability to work effectively with people from diverse backgrounds including staff, consultants, board members, foundations, donors, business leaders, etc.
- Sensitivity to service users conditions and abilities
- Must have reliable transportation

Working Conditions

This is a full-time position, 40 hours per week, which includes some evening and weekend work. Some travel will be required for this position

Salary Scale

Starting: Trade/Professional I \$40, 500/yr - \$43, 800/yr

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.