

We have an immediate opening for a graphic design professional to join our team for the following position:

GRAPHIC DESIGN OFFICER – BILINGUAL, Ontario

The Graphic Design Officer, part of a team including an existing Graphic Design Officer, Coordinator, Marketing & Digital Media and Senior Writer, creates marketing and multi-media resources to support Contact North | Contact Nord's local recruitment teams to recruit students and generate registrations and to promote corporate initiatives. Specific deliverables include:

- Design recruitment and marketing materials as requested by recruitment staff, including but not limited to: flyers, program and course information sheets, posters, brochures, advertisements, social media multi-media resources, signage, and resources required for tradeshow and marketing initiatives.
- Design corporate documents and promotional materials as requested by internal departments, including but not limited to: insight papers, corporate funding and other submissions, corporate letterhead, business cards, presentations to external audiences, materials to support Human Resources Services to recruit new staff, image assets and visuals for Online Learning News and Contact North | Contact Nord web properties.
- Act as guardian for all standardized, branded visual designs throughout all print, electronic, and web-based materials.
- Update and maintain the marketing materials repository on MyHub (SharePoint site).
- Provide backup to the other Graphic Design Officer to fulfill requests during vacation and other leaves.

Qualifications:

- A post-secondary degree, diploma or certificate in graphic design (graduate level credential preferred)
- Proficiency in graphic design software, including Adobe InDesign, Illustrator, Photoshop and Acrobat Professional.
- Demonstrated knowledge of social media platforms and experience designing multi-media resources for social media.
- Bilingual in French/English, written and verbal (required).
- Proficient in Mac computer environment.
- Intermediate skills in Word, PowerPoint, and Outlook.
- Demonstrated time and project management, editing, problem-solving and good written and verbal communication skills.
- Comfortable working from a home-based office anywhere in Ontario.
- Experience in an organization or work environment with ties to the field of education.
- Proof of full vaccination against Covid-19 is required

Compensation & benefits:

- A dynamic and friendly work environment where employees have an opportunity to do meaningful work helping Ontarians get the education and training they need, contribute their expertise to improving the services we offer and continue to develop their potential.
- An attractive compensation package:
 - \$25.75/hr starting wage
 - Competitive full-range benefits package
 - Employer/Employee Group RRSP matching contribution plan of 6% each
 - 15 days of accumulated paid vacation annually
- Ability to work from a home office anywhere in Ontario

Hours of work:

- 35 hours per week, Monday to Friday, ability to work some overtime and/or accommodate sporadic weekends is required.

How to apply:

This position is open until filled.

- Submit résumé and cover letter to resumes@contactnorth.ca
- Quote Job Competition number **#22-27-GRAP** in the subject line of the e-mail

Join Our Team!

WHO ARE WE?

As Ontario's community-based bilingual distance education and training network, Contact North | Contact Nord helps underserved residents in 1,300 small, rural, remote, Indigenous and Francophone communities access education and training without leaving their communities.

READ MORE

CONTACT NORTH Supporting Rural & Remote Ontario
Soutenant l'Ontario rural et éloigné

We are an **equal opportunity employer.**

Upon request, accommodations due to a disability are available throughout the selection process.

LOCATION

The position is based in Ontario.

