



JOB TITLE: Graphic Designer
REPORTS TO: Executive Director
LOCATION: Abbotsford, BC

JOB DESCRIPTION

The Graphic designer creates visual concepts, using computer software or by hand, to communicate ideas that inspire, inform, and captivate donors. They develop the overall layout and production design for applications such as advertisements, brochures, magazines, and reports.

Part Time: 10 hours/week **Rate:** \$22/hour

Duties and Responsibilities

- Illustrates concepts by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
- Conceptualize and create brochures, fliers, mailers, newsletters, promotional materials, etc.)
- Propose creative strategy in collaboration with communications director
- Maintain a cohesive visual identity and implement branding guidelines
- Obtains approval of concept by submitting rough layout for approval.
- Completes projects by coordinating with outside agencies, art services, printers, etc.
- Coordinates all administrative aspects of production, including preparing final designs for presentation, checking and approving color, copy, text format separations, and scaling images for print production. Ensures that all parties are informed of and meet deadlines.
- Organizes the Microsoft Teams database of all reference files used in creation of published materials.
- Performs related duties as required.