



Inspiration. Empowerment. Action.

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**Registered Charity: No.  
869254425 RR0001**

## **Canada Summer Jobs Graphic Designer**

Roots Community Services Inc. (RootsCS) is a charitable, multi-service organization serving primarily the Region of Peel's Caribbean and Black communities. We are committed to strengthening and enhancing the quality of life of families and individuals by providing culturally sensitive programs, support, resources, education and training.

**Hours of work:** 20 hours a week

**Job term:** 17 weeks from June 21 to October 15, 2021

**Rate of pay:** \$15.75 per hour

**Reports to:** Executive Director

### **Job Summary**

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The Graphic Designer will collaborate with staff to create high quality graphics and marketing materials for across digital and offline media to culturally diverse audiences.

### **General Responsibilities**

- Collaborate with staff to design, produce, and publish materials for campaigns and events within the organization
- Ensure products are in alignment with the organization's branding and vision
- Produce creative content that is engaging and culturally appropriate
- Plan concepts by studying relevant information and materials
- Illustrate and submit for approval concepts by designing examples of art arrangement, size, and type
- Coordinate with outside agencies, art services, web designers, marketing, professional printers, and colleagues as necessary (if applicable)
- Communicate with clients about layout and design
- Create a wide range of graphics and layouts for product illustrations, company logos, and websites with software such as photoshop
- Review final layouts and suggest improvements when necessary

## Qualifications

- Post Secondary Education
- Demonstrable graphic design skills with a strong portfolio
- Knowledge of graphic design and marketing to culturally diverse audiences
- Strong communication skills, including written, oral, and listening
- Proficiency with required MS Office applications and desktop publishing tools, including but not limited to Photoshop and Illustrator
- A discerning eye for visual composition and attention to detail
- Effective time management skills and the ability to meet deadlines
- Able to give and receive constructive criticism
- Enthusiastic, empathetic, professional with a positive attitude
- Ability to work independently and as part of a team
- An understanding of the non-profit sector
- Understand the need for confidentiality and have a strong work ethic
- Provide a recent and valid Vulnerable Sector Check (where possible)
- References from three individuals

## Canada Summer Jobs Eligibility Criteria

Applicants must:

- Be between 15 and 30 years of age at the start of the employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

## To Apply

Applicants must:

- Submit resume and cover letter to: [programs@rootscs.org](mailto:programs@rootscs.org)
- Please include the Position in the subject line of your email
- Deadline for submission of application is Friday, June 11, 2021

We thank all applicants for their interest in Roots Community Services; however only applicants selected for an interview will be contacted.