



**Position: Graphic Designer**

**Salary/Hours:** \$16.55/hr for 35 hrs/week for 8 weeks - with the potential to work one weekend

**Location:** Hybrid - 75% remote, 25% in person

**Reporting to:** Marketing and Events Manager

The Graphic Designer is responsible for designing and implementing the organization's internal and external communication initiatives to various stakeholders and audiences including; neighbours, volunteers, small businesses, churches and agencies.

The successful candidates will have great digital graphic and web design skills. The candidate will create promotional materials and develop content for our website and social media to effectively deliver NeighbourLink's message to our stakeholders.

**Details:** The Graphic Designer will be primarily responsible for:

**Graphic Design (40%)**

- Design and produce a variety of digital and print materials, maintaining consistency in branding and messaging.
- Curate colors, fonts, images, and layouts while ensuring brand standards guide is followed.
- Craft key communications assets including social media posts, event posters, annual reports and sponsorship packages.

**Website Management (50%)**

- Redesign and update content on our website ([www.neighbourlink.org](http://www.neighbourlink.org)) using Wix.
- Design website layouts, logos and branding elements aligned with our values and target audience.

**Administration (10%)**

- Maintain the organization's Marketing and Communications folders and contacts database.

**Qualifications:**

- Currently completing or has completed a bachelor's degree in graphic design, web design or a related field.
- Excellent communication skills, both written and verbal, with the ability to communicate effectively with various audiences.
- Proficiency in graphic design principles, typography, print, and web media.
- Highly organized with strong attention to detail and ability to execute tasks with a high level of accuracy
- Demonstrated experience with Adobe Suite, Photoshop, Google Suite, Canva, and Wix or a comparable website design software.
- Able to multitask and demonstrate flexibility in taking on new tasks as they arise
- A vulnerable sector screening is required as part of the hiring process.
- Eligible applicants must meet Canada Summer Jobs Agreement criteria.

All applicants must meet the requirements under the Canada Summer Jobs Agreement with Employment and Social Development Canada as outlined:

- Is between 15 and 30 years of age (inclusive) at the start of employment;
- Is a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and;
- Is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

**About Us:** NeighbourLink North York is a Christian community development organization based in Willowdale, North York. Our mission is to engage and empower neighbours to care for each other in practical, relational and sustainable ways that gives everyone the opportunity to live out their potential. As a Christian organization, we integrate spiritual practices including silence, contemplation and prayer into our organizational culture. We do not require our employees to be of Christian faith, but we ask applicants to be respectful of these practices and invite them to engage according to their level of comfort.

**This position is open until filled**

To apply for this exciting opportunity to work with an incredible team, please send your resume and a work sample or portfolio to: [hiring@neighbourlink.org](mailto: hiring@neighbourlink.org) and include "**graphic and web designer**" and your name in the subject line. Neighbourlink North York is committed to fostering a respectful and inclusive environment. This job will require Vulnerable Sector Screening or a Police Check due to the nature of our programming. While we thank all applicants for their interest, only those selected for interviews will be contacted.