



Graphic Designer, Part-Time, CUPE - TEMPORARY
(Job # WSPL-001-25)

Status:	Temporary - Part Time, CUPE (6-month contract)
Date Open:	January 29, 2025
Date Closing:	February 19, 2025
Scheduled hours/shifts:	Up to 24 hours per week - this position requires the employee to occasionally work evenings and weekends.
Salary:	Grade 6, Step 1 - \$33.261 (2025 rate)

Position Purpose

Under the direction of the Coordinator of Marketing and Communications, the Graphic Designer is responsible for creating promotional materials that support the marketing and advertising initiatives for the Stouffville Library across all its departments. This role combines graphic design, digital design, and marketing principles to create engaging and effective promotional materials for both print and digital mediums.

Duties & Responsibilities

1. Works closely with the Coordinator of Marketing and Communications to create various graphic products for the Library's communication, public engagement, marketing, advertising, and promotional initiatives.
2. Assists in the development and execution of marketing and engagement campaigns that incorporate graphic design, ensuring adherence to established timelines and deadlines.
3. Designs, updates, and produces various promotional materials, including but not limited to brochures, flyers, posters, advertisements, displays, signage, and internal and external forms.
4. Designs and creates digital graphics for use on the Library's websites, social media platforms, newsletters, and other online properties.
5. Assists to maintain the Library's corporate branding standards and helps conduct audits and associated staff training accordingly.
6. Ensures all graphics comply with accessibility laws and guidelines, including the Accessibility for Ontarians with Disabilities Act (AODA).
7. Supports the Marketing and Communications Department with other related functions as needed.
8. Performs other duties as assigned.

Qualifications and Requirements

1. College or University degree in Graphic Design, or a related field, or equivalent combination of education and progressively responsible work experience.
2. Minimum one (1) year of experience in graphic design field, including experience designing and creating print and digital promotional material.
3. Strong proficiency in Microsoft Office, Adobe Creative Suite (including Photoshop, InDesign and Acrobat) and any other graphic-related software needed to carry out duties.
4. Experience with the production of publications (guides, magazines, catalogues), developing production schedules and plans/critical paths and copy writing.
5. Strong project management, research, organizational, problem-solving, auditing/analytical, and grammatical skills.
6. Possess a keen eye for design and a very high level of quality control standards.
7. Advanced written and verbal communication skills in English.
8. Experience in a corporate environment with focus on graphic design, implementation and design for web, social media, and other digital platforms.
9. Familiarity with emerging technology and a thorough knowledge of current trends and innovations in graphic design.

How to apply

Please forward your resume in confidence by February 19, 2025, at 4:30 p.m. identifying **Job # WSPL-001-25 Last Name, First Name** in the subject line to careers@wsplibrary.ca. Please ensure your application is saved in one single document in PDF format.

The Stouffville Library is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

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