

Graphic Artist

Are you looking for the chance to create for social good? Do you value public education, social justice, and human and trade union rights? If the answer is yes, then you may have found your new professional home.

The Canadian Teachers' Federation (CTF/FCE), the national voice for teachers and publicly funded public education, is seeking a Graphic Artist and all-around creative guru to join our Ottawa-based staff team.

Reporting to the Director of Communications, the Graphic Artist provides design support and service to all CTF/FCE program and service areas. We're seeking a dynamic and flexible candidate; one that can get down to business and work independently while thriving in a collaborative team environment to strengthen the visibility and image of the Federation through all its communications tools and channels (reports, websites, social media, campaigns, and more we have yet to discover).

The ideal candidate is an experienced and qualified bilingual Graphic Design professional who meets the following requirements:

- Experience working in graphic design in an association, the education sector, a labour organization, or a not-for-profit environment;
- A minimum of a Bachelor's Degree, certificate or diploma in Graphic Design, Fine Arts, Marketing or related discipline;
- Excellent oral and written communication skills in both English and French;
- Ability to take complex ideas or policies along with simple instructions and transform them into visuals that tell a story and capture an audience;
- Skilled with computers and technology to work with popular design programs (Adobe suite, InDesign, etc.);
- Superior organization and time management skills and techniques; ability to meet tight timelines, prioritize work and tasks which come up simultaneously or unexpectedly;
- Ability to work collaboratively as a team member as well as autonomously, and deliver materials and services with a sense of urgency.

Responsibilities include:

- Design graphics for the Federation's communication material, including web pages, social media, booklets, brochures, reports, branding materials for events and campaigns, etc.;

- Meet regularly and collaborate with colleagues in program and service areas of the Federation to understand various projects and assist with numerous graphic needs to further support the goals of the projects, and always with the Federation in mind;
- Assist with the development and delivery of the Federation's social media communication strategy, including the creation of dynamic material;
- Implement and maintain the Federation's graphic standards;
- Support the creation and implementation of multifaceted communications strategies to promote the CTF/FCE as the go-to voice for publicly funded public education;
- Keep up to date with the latest design trends;
- Support positive long-term working relationships with Member Organizations and a network of graphic artists among the Member Organizations;
- Other duties and special projects of a nature consistent with the above responsibilities and where necessary to assist with other areas of CTF/FCE work as required.

The CTF/FCE office is located in Canada's capital, home to independent cafes, breweries, and restaurants, four seasons, and nature at every turn. For this role, the successful candidate must work in Ottawa, and they're likely to love it too.

Following a four-month probationary period, the position is permanent with a competitive salary, starting at \$60,316, including a full range of benefits and pension. The ideal start date is September 7, 2021, but is negotiable.

Interested candidates are invited to submit a cover letter and résumé, along with the names and contact details of three references, to CTF/FCE Secretary General Cassandra Hallett electronically to HR_RH@ctf-fce.ca.

The CTF/FCE is committed to building a skilled, diverse workforce reflective of Canadian society. As a result, we promote employment equity and encourage candidates to indicate voluntarily on their application if they identify as a member of an equity seeking group.

The CTF/FCE is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or interview, you should advise the CTF/FCE in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

All applications must be received no later than **noon on July 16, 2021** (Eastern Time). We thank all of those who apply for this position. Selected candidates will be contacted for an interview. Please note that interviews will take place on **July 23, 2021**, at the CTF/FCE office. As part of the recruitment process, we ask that candidates selected for an interview be prepared to submit a portfolio of original graphic work and participate in a graphic design exercise.

Founded in 1920, the CTF/FCE is a national alliance of provincial and territorial Member Organizations that represent over 300,000 teachers across Canada. The CTF/FCE is also a member of Education International (EI), the global voice for over 32.5 million teachers and education workers.