



THE CANADIAN TEACHERS' FEDERATION
INVITES APPLICATIONS FOR THE POSITION OF

GRAPHIC DESIGNER, PUBLIC AFFAIRS

The Canadian Teachers' Federation (CTF/FCE) is seeking a Graphic Designer to join its staff on a permanent basis. As a member of the Public Affairs Team, the Graphic Designer will work hand in hand with the Public Affairs Director and team

Founded in 1920, the CTF/FCE is a national alliance of provincial and territorial organizations that represent over 365,000 teachers across Canada. It promotes and supports quality inclusive publicly funded public education, upholds teaching as a profession, and advocates for adequate resourcing, labour rights, and social justice, across Canada and around the world.

Your main responsibilities

- Working closely with the Strategic Communications Coordinator, and following the direction of the Director of Public Affairs, 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;
- 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 and Associate Organizations and a network of graphic artists among the Member and Associate 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.

Your profile

- Experience working in graphic design in an association, the education sector, a labour organization, or a not-for-profit environment;
- A Bachelor's Degree, certificate or diploma in Graphic Design, Fine Arts, Marketing or related discipline, or equivalent;
- 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.

Our offer

- A full-time permanent position in a positive, team-oriented environment.
- A salary of \$64,328 and a full range of benefits, including a defined benefits pension plan, excellent leave provisions, and an employee assistance program.
- Telework every Wednesday.
- Formal and informal development opportunities in a dynamic, quality-driven team.
- Enthusiasm and openness to new ideas and initiatives.
- Strong social justice values.
- Newly refurbished offices, with ergonomic workstations, open or closed working and meeting areas, outside patio, free parking.

Duties would begin on **September 5, 2023**.

The CTF/FCE offices are located in Ottawa, on the traditional unceded territory of the Algonquin Anishinaabe People. The CTF/FCE acknowledges the Truth and Reconciliation Commission Calls for Action and commits to furthering the work of reconciliation.

The CTF/FCE is committed to diversity, equity, and inclusion. As such, the CTF/FCE is committed to building a skilled, diverse workforce reflective of Canadian society. 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 values each community member's identity and well-being. Accommodations will be provided upon request to support applicants with disabilities throughout our recruitment process. Should you require an accommodation, please advise us during our initial communication and we will work to meet your needs.

Interested candidates are invited to submit a cover letter and résumé, along with the names and contact details of three references, to CTF/FCE Assistant Executive Director Claudia Guidolin, electronically via HR_RH@ctf-fce.ca.

All applications must be received no later than **16:00 on August 23, 2023** (Eastern Time). All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.

Please note that interviews will take place on **Wednesday, August 30, 2023**.