

Graphic Communicator

Overview

Community Energy Association (CEA) has an entry-level position to be part of our project and communications team. However, there is significant potential to advance in a fast-growing organization based on individual performance and organizational needs.

While the duties of this role are heavily weighted for designing graphics and refining CEA documents, we are also looking for someone who wants to use their design skills to communicate complex ideas. Therefore, this role is especially suited for someone who has a keen eye for design with interest in developing communications and engagement skills.

CEA cares for its clients, its people and the planet. You can read our policy summary to learn more: [Going Beyond](#).

- Compensation: \$50,000 based on a 35-hour workweek
- Employment type: Permanent salaried staff (flexible 28 or 35 hours/week)
- Location: Metro Van area or Fernie/East Kootenays preferred; other locations will be considered
- Workplace: Home office and/or onsite (location-dependent); some travel may be required

Desired Qualifications

Extremely important	Important	Useful
<ul style="list-style-type: none"> • Strong personal interest in climate, energy and communities • Ability to multitask and enjoy a diversity of responsibilities • Self-starter who is comfortable working remotely and supporting a distributed team • Punctual, responsible, reliable • Creative and great attention to detail • Positive attitude and strong work ethic • Time management and flexibility to adapt to deadlines • Experience in graphic design or communicating through graphic assets 	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Experience in <ul style="list-style-type: none"> ○ Graphic design including Adobe suite and MS Office ○ Fast turnaround project and proposal environments • Skilled in translating complex content into engaging visuals • Ability to adapt the design to match brand identities • Support strategic ideas through design iterations 	<ul style="list-style-type: none"> • Design experience related to local governments, climate action, energy, urban planning, sustainability, renewable energy, energy efficiency • Fast learner, unafraid to ask questions • Experience with WordPress • Willingness to learn new software and techniques to grow skillset

To Apply

Apply to HR@Communityenergy.bc.ca by **midnight July 25, 2021**. We thank all applicants for their interest. However, we will only contact those shortlisted for the position. NO telephone inquiries, please.

- Send a **one-page resume** and contacts for at least two **references**.
- Include links to **examples** of your design (website, document, infographic, other)
- Create a short (3 minute or less) **video** and upload it to YouTube and send the link.

In the video, answer the following questions:

1. Why you want this position
2. Why you'd be great for this position and how your design style would work with CEA
3. Any specific training or skill sets you have that you think would be extra valuable in this position
4. Where you think you'd need the most support from the rest of the team in this position

Duties Summary

The Graphic Communicator is responsible for creating graphics for CEA's many projects and initiatives. This includes designing assets for print (e.g., reports, posters) and online (e.g., social cards, invitations, infographics, etc.) and supporting staff to format proposals, communications materials and reports in MS Office. In many cases, the candidate will help translate written content into compelling, beautiful graphics and therefore should possess creativity and strong oral and written skills. Preference will be given to candidates with the most suitable combination of qualifications and experience.

As this position will collaborate with and support most CEA staff, the candidate should value working in a team environment and must possess strong interpersonal skills.

The position is responsible for support functions in two primary activity areas.

1. **Graphic Design** – Support CEA projects by designing elegant graphic solutions as needed. This will include working with Adobe products as well as MS Office.
2. **Project Support and Communications** – Responding to project manager requests to support the design and production of external materials, including e-newsletters, website updates, publications, proposals and reports.

Detailed Duties

Across all duties, the candidate should connect to the overarching goal of advancing CEA's vision of transforming local and regional action into global emissions reductions and fewer climate change impacts.

- **Graphic Design - 70%**
 - Support project managers by designing graphic solutions tailored for target audiences
 - Support communications goals for projects by creating and designing graphics that synthesize complex, important content into elegant visuals
 - Design CEA's annual report and associated graphic assets
- **Project Support and Communications - 25%**
 - Support project managers by formatting documents, so they meet brand standards
 - Design CEA monthly e-newsletter
 - Copy-edit CEA reports, proposals, documents as needed and make CEA presentations and documents look awesome
- **Communications support - 5%**
 - Support the administration and communications teams to update CEA websites (WordPress content management system) as needed
 - Enhance user experience on CEA websites by adding visuals and graphics