

Graphic Design Coordinator

Job title	<i>Coordinator, Graphic Design (Extended Maternity Leave)</i>
Reports to	<i>Manager, Marketing and Communications</i>

Overview

Reporting to the Manager, Marketing and Communication, the overall responsibility of this position is to plan, design, and maintain all print and digital assets for the Downtown Vancouver Business Improvement Association (DVBIA). In this role, you will work alongside numerous departments to bring their work to life while preserving and growing the graphical representation of the company. This position supports a wide range of editorial assignments for the company's website, print and digital reports, and social media. The successful candidate will be a collaborative and enthusiastic individual with strong creative skills, the ability to work with a diverse group of colleagues, and a portfolio of work that demonstrates their passion for design. This position will stay open until a suitable pool of candidates has been identified. To be considered for this role, please submit a resume, cover letter, and link to a website or online portfolio demonstrating your work to keyanna@dtvan.ca.

Duties and Responsibilities

- Work with the Marketing & Communications team and other departments to create print and digital assets including, but not limited to, event and festival promotion, social media campaigns, economic development reports, sponsorship, and marketing materials, etc.
- Responsible for all aspects of design development and management, including project management, the preparation and briefing of design assets, and liaising with any involved team members
- Work closely with the Economic Development team to develop, design, and market data reports including, but not limited to, the annual State of Downtown, and quarterly retail reports.
- Develop and maintain the company's website as well as building and editing WordPress templates
- Generate branded templates for internal and external use
- Share ideas and collaborate with the team to bring marketing ideas to fruition visually

Qualifications

- Bachelor's degree or diploma in Graphic Design or related field
- Minimum 2-3 years' experience in Graphic Design or similar role
- Strong ability to create compelling graphics and illustrations
- Knowledge of and experience with Web and UI design
- Proficient in using Adobe Creative Suite (Illustrator, InDesign, Photoshop, Acrobat, Lightroom etc.)
- Proven ability to meet tight deadlines and work on multiple creative projects simultaneously
- Ability to stay up-to-date on emerging design and current marketing trends
- Knowledge of motion graphics and experience in copywriting considered an asset (After Effects)

Working Conditions

- Office environment, standard business hours apply with the occasional evening commitment