Coordinator, Graphic & Web Design
OCASI - Ontario Council of Agencies Serving Immigrants
Toronto, Ontario

THE OPPORTUNITY
We are looking for a **Coordinator, Graphic & Web Design** who will be responsible for designing different types of digital assets (website graphics, social media graphics, email and newsletters graphics) as well as developing brand identities for new initiatives/projects or websites.

KEY RESPONSIBILITIES
- Designing different types of digital assets (website graphics, social media graphics, email newsletters graphics)
- Developing brand identities of new initiatives/projects or websites
- Creating on-brand designs for different projects across the office (for example, flyers and annual reports)
- Designing templates and assisting with email (Mailchimp) campaigns
- Ensuring design files are print-ready and web optimized

REQUIRED QUALIFICATIONS
- Minimum of 2 years experience as a graphic/web designer
- Highly knowledgeable in the best practices of graphic design, including grid, layout, typography, and colour theory
- Working experience in using UX design best practices
- Understanding mobile-first and responsive design
- Experience creating wireframes, user flows, visual designs, and mobile & desktop mockups
- Ability to iterate designs
- Experience designing landing pages
- Proficient in Adobe Photoshop, Illustrator, InDesign, and Acrobat
- Proficient in Sketch (Figma or Adobe XD could work)
- Working experience in prototyping (InVision or alternative tools)
- Working experience in HTML and CSS (Bootstrap is an asset)
- Highly knowledgeable in prepress file preparation and digital files
- Strong knowledge of technical constraints and implementation
- Working experience in multilingual projects (print and web)
- Passionate about design and proactive to in finding solutions with minimal guidance
- Knowledge in Canva, Drupal, photography is an asset
- Knowledge in the following online marketing areas is an asset:
  - SEO and keyword research
  - Google Analytics and Google Data Studio
  - PPC (Google Ads) and email campaigns
- Excellent verbal and written communication skills
- Ability to be professional and maintain respectful communication

- Collaborative team player with strong interpersonal and relationship-building skills
- Detail-oriented with strong organizational skills and the ability to meet tight deadlines and demanding schedules
- Good judgment, problem solving and conflict resolution skills
- Ability to work both independently and as part of a team environment

Details:
Salary is $51,220 plus benefits, unionized with Unifor Local 87M

How to apply:
Send a cover letter and resume with **Coordinator, Graphic & Web Design** in the title by April 22nd, 2022 to: Hiring Committee, OCASI at gethired@ocasi.org.

OCASI is committed to employment equity. While voluntary, we encourage you to indicate in your application if you are an Indigenous person, Black or racialized; your gender identity; and if you are a person with a disability. We are committed to achieving full accessibility for persons with disabilities by arranging for any necessary accommodations.

We thank all applicants for applying. Only the candidates selected for an interview will be contacted. No telephone inquiries please.