



TEN THOUSAND VILLAGES

Job Title: Junior Graphic Designer and Marketing Coordinator

Reports to: Director of Marketing

Overtime: May be required

Travel Required: 0%

Department: Marketing

Location: New Hamburg, Ontario

Application Close Date: March 31, 2019

Job Description:

We are looking for a Junior Designer to create engaging designs according to requirements. The incumbent will work under the supervision of the Director of Marketing to produce high-quality work.

In this role, the successful candidate should be highly creative and have a sharp eye for details. Responsibilities include (but are not limited to) designing emails, social media posts, lookbooks, holiday campaigns, digital and print ads and packaging.

This is a full-time position with some over-time required. This position includes a competitive salary and benefits package, commensurate with the size and nature of the organization.

Qualifications:

- 1-3 years graphic design experience, preferably in an agency or media company
- Diploma or degree in Design and/or Marketing
- Fluency in Adobe Creative Suite and InDesign
- Strong conceptual and design skills as well as production experience (print, digital, video)
- Extreme attention to detail, ensuring the highest quality work in all aspects
- Ability to work independently with excellent organizational and multi-tasking skills
- Curious and proactive, always looking for ways to improve the work and the processes
- Proficiency with MS Office & Google Suite products; experience designing for these
- Proven time management skills such as prioritization, managing multiple tasks and working to deadlines
- Excellent interpersonal skills with an ability to relate to people in a pleasant and professional manner, with the ability to develop, articulate and champion a systemwide visual identity
- Other creative skills, such as photography or illustration, an asset

Key Responsibilities:

- Design and develop, under the direction of the Director of Marketing and working within existing brand guidelines, all marketing and brand materials including but not limited to:
 - emails, website assets, social media assets, signage, print collateral, advertising and packaging
- Finalize designs and review graphics, layouts and fonts in final files to ensure accuracy and prepare them for print or digital publication
- Coordinate translation and approval of all materials
- Coordinate all production including photography requirements, print production and distribution
- Create and update metadata for all products
- Retouch images to improve quality in both print and digital formats
- Support Director of Marketing and Marketing Team with concept development and management of the editorial calendar
- Catalogue and archive all images, graphics and designs files
- Other duties as assigned

Physical/Mental Requirements:

- Sitting for prolonged periods of time in front of a computer.
- Ability to manage a high-stress work environment, because of the nature of multiple demands on one's time.
- Capability to handle detailed, complex concepts and problems and balance multiple tasks simultaneously.
- Ability to travel and work flexible hours, as required.

Ten Thousand Villages welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Please submit one document with cover letter and resume, electronically to puritymuchiri@mcccanada.ca

Updated: March 2019