The Hamilton Conservation Authority currently has a full-time opportunity for a

**Graphic Design Coordinator**

**Job Summary:**

The Hamilton Conservation Authority (HCA) is one of Ontario’s 36 Conservation Authorities dedicated to protecting, restoring and enhancing our local natural environment.

Reporting to the Manager of Marketing and Events, the Graphic Design Coordinator plays a key role assisting with content on HCA social media channels and blogs through photos and videos. This position also coordinates and designs all HCA, Westfield and Wild Waterworks graphic marketing materials, including liaising with staff.

Other duties include

- Production of print ready artwork for: Ads, interpretive panels, newsletters, display boards, passes, vehicle decals, brochures, logos, flyers, posters, banners, signs, maps, tickets, coupons, business cards, stationery, invitations, logo design.
- Photo shoots: assisting with photo shoots to produce photos to be used in ads, brochures, posters, etc. Set up includes brainstorming set lists, contacting photographers, props and scouting for most appropriate and pleasing location for photo shoot.
- Photo sourcing and filing: sourcing photos for artwork and other requests, including purchasing and sourcing from our library of photos as well as taking photos. Filing of HCA photography for marketing purposes.

The Graphic Design Coordinator works in conjunction with all HCA departments and properties developing creative concepts to communicate ideas through images, video and text for communication platforms including social media graphics, website and printed material.

The ideal candidate will have a broad knowledge of graphic design with experience producing print-ready artwork for a wide variety of project types. It is essential to be an effective communicator, organized and able to work independently and collaboratively.

The Graphic Design Coordinator will work as a staff member of the Marketing and Communications Department, which is responsible for marketing, events, public relations, community education, customer, staff and member services and will interact
with all levels of staff across the organization. Occasional coverage of reception desk will be required as a part of this department.

Qualifications:
Education and experience you will need to have:

- A university degree or college diploma graphic design, marketing or related program along with a minimum one to three years’ experience in a similar position.
- Strong writing, communication, and editing skills.
- Strong design skills with experience using Adobe Illustrator, Photoshop and InDesign.
- A valid Ontario Driver’s License, Class “G” to drive and meet with staff at our various Conservation Areas and work sites in our watershed.

And even better if you have:

- Knowledge of HCA watershed and conservation areas
- Ability to create and edit small-scale video projects for social media and online use
- Experience coordinating photo shoots

You will be a great fit for this role if you have:

- Experience producing engaging social media content.
- Ability to organize, prioritize, and meet deadlines while effectively managing multiple projects with creativity and flexibility.
- Demonstrated ability to work both independently and as part of a team.
- Excellent interpersonal skills to work with a variety of customers, visitors, staff and other stakeholders.
- Ability to work independently in a seasonally high-volume environment while at the same time, being able to work as part of close-knit team.
- Self-starter, self-motivated and goal-oriented.

Working Conditions:

Position is located in the Hamilton Conservation Authority main office at “Woodend”, 838 Mineral Spring Road, Ancaster. Working hours between 8:00am and 4:30pm for a total workweek of 37.5 hours per week. Occasional weekend and evening work are required to support our Conservation Areas.

The successful candidate must meet the Province of Ontario’s definition of COVID-19 “fully vaccinated” or provide proof of a Human Rights Code exemption prior to commencement of their employment in accordance with HCA’s COVID-19 Vaccination Policy.
Salary Range:

The income for this position is salary classification S5 with a starting rate of $57,401.86. Progression through the pay range band will be based on merit and is considered on an annual basis. Yearly cost-of-living adjustments (COLA) may also be considered.

Benefits

HCA offers a comprehensive benefits package including health, dental, vision care, health care spending account, life and disability insurance after the 3-month probation period and a defined contribution pension plan after 1 year of service.

Application Process:

Interested applicants should email resume and covering letter by 4:00 pm on Friday November 11, 2022 to:

Attention: Director of Human Resources and Wellness
Email: jobs@conservationhamilton.ca

(please quote “Graphic Design Coordinator” in subject line and send in MS Word or PDF format)

Although we appreciate the interest of all applicants, only those selected for an interview will be contacted.

Accessibility accommodations are available for all parts of the recruitment process; applicants are asked to inform Human Resources for any disability required accommodations in advance.