



## JESUITS® English Canada Province

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### Graphic + Web Designer Position

The Jesuits in English Canada are seeking a full-time Graphic + Web Designer who will play a significant role in the Communications Office.

The qualified candidate should have:

- Skills in Adobe Creative Suite programs, particularly InDesign, Photoshop, Illustrator,
- Excellent verbal communication and organizational skills,
- The ability to operate effectively within our small office and off-site without supervision,
- Experience with preparing files and documents for print and web publishing,
- Experience administering social media platforms, particularly Facebook, Twitter, and YouTube,
- Experience working with spot (PANTONE) colours in a print project,
- Knowledge of SEO fundamentals,
- Strong layout, typographic, and colour skills,
- A working knowledge of HTML and CS,
- Additional coding capabilities in JS (including Google Apps Script), and PHP coding language,
- Experience using a web-based content management system, ie. WordPress, BlogCFC, etc.,
- Experience using Google Apps (Forms, Drive, Sheets),
- The ability to access and read Google Analytics reports,
- The ability to learn and adapt to new tools, systems and workflows in a changing environment,
- Experience using productivity/task management tools (Smartsheet),
- Experience using and creating with presentation software such as PowerPoint and Prezi,
- Strong abilities using the Microsoft Office and Office 365 Suite (Word, Excel, PowerPoint, SharePoint, OneNote, Outlook),
- **Knowledge of and interest in the Jesuits work and mission.**

Responsibilities include:

- Design all promotional materials for use online and in print,
- Regularly update website,
- Report and troubleshoot any website issues,
- Manage social media when required,
- Communicate with various teams within our office and entire organization, including partners/collaborators across Canada, the US, and Europe,
- Create PowerPoint/Prezi presentations,
- Assist in the design of the Province blog,
- Handle additional responsibilities when required.

**Ideally, your portfolio will demonstrate strong and varied skills in layout design, (newsletter/magazine), attractive ads, (for print and web), full WordPress website creation or front-end webpage editing skills (using a CMS).**

Salary to be negotiated based on level of experience. Benefits package provided. No phone calls please. Interested candidates are asked to please submit CV and samples of work to [communications@jesuits.ca](mailto:communications@jesuits.ca).

**Deadline for applications: November 4**