



2023 Summer Job Posting

Job title: Junior Graphic Designer

Reports to: Senior Designer & Production Manager

Location: Remote in Canada, Access to Internet Required

Hours: 31.5 hours per week

Number of weeks: 9 weeks

Hourly rate of pay: \$18.00

Application deadline: May 31, 2023

About BGC Canada

For 120+ years, BGC Canada has created opportunities for millions of Canadian kids and teens. As Canada's largest child and youth-serving charitable and community services organization, our Clubs open their doors to young people of all ages and their families at 736 locations nationwide. Positive relationships. Essential programs. Opportunity changes everything. Learn more at bgccan.com and follow us on social media @BGCCAN.

About You

You have excellent written and interpersonal skills, the ability to work independently on multiple projects and an interest in marketing and communications. You have a passion for design and enjoy developing resources to help others. You are tech-savvy and enjoy creating and updating materials by following brand guidelines. You have excellent attention to detail and benefit from working collaboratively with a team. You enjoy being helpful, thorough, and concise. You align with BGC Canada's core values of belonging, respect, encouragement & support, working together, and speaking out.

About the Role

- Designing marketing and communications materials to support an updated brand identity
- Creating assets, including reports, social media graphics, presentations, signage, landing pages, marketing materials and more
- Design templates for both internal and external uses in Canva

- Experience designing to the spec of existing brand guidelines, to maintain consistent branding across all media and platforms

Our Ideal Candidate

- Proficiency in Adobe Creative Suite software (InDesign, Photoshop, Illustrator, Acrobat) WordPress, and Canva
- Excellent communication and interpersonal skills
- High level of proficiency in Microsoft 365
- The ability to work independently on multiple projects
- An interest in marketing and communications
- Experience working in a not-for-profit environment is considered an asset
- Fluency in French is considered an asset

Eligibility

- Must be between 15 and 30 years of age at the start of the employment
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Satisfactory clearance under the Vulnerable Sector Screening Process
- BGC Canada requires all employees to be fully vaccinated

How to Apply

We would like to hear from you if you are interested in this role. Please forward your cover letter and resume confidentially to placement@bgccan.com and include **“Junior Graphic Designer – YOUR NAME”** in the subject line of your email.

BGC Canada is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We welcome applications from racialized persons/persons of colour, Indigenous persons, persons with disabilities, 2S & LGBTQIA+ persons, and other persons from diverse backgrounds. Upon request, we offer accommodations to applicants with disabilities throughout our hiring process.

As leaders in vaccination education, BGC Canada requires all employees to be fully vaccinated. The definition of ‘fully vaccinated’ against COVID-19 is based on the public health requirements for a vaccine passport (or similar official evidence) in the jurisdiction of the employee’s residence. The successful applicant will need to provide proof of vaccination.

We thank all applicants for their interest; however, only those under consideration for the role will be contacted.