



The Essex Region Conservation Authority is seeking a **Graphic Designer**

Position Title: Graphic Designer

Windsor and Essex County is a vibrant community located in South-Western Ontario. Offering a rich urban community with world class entertainment, art and culture located minutes from an international border with the United States (Detroit, MI) and easy access to rural areas with historical sites, wineries, golf-courses, parklands and extensive trail systems for the outdoor enthusiast.

The **Graphic Designer** plays a key role on a dynamic, interdisciplinary team with ERCA's Communication & Outreach Services department. The successful candidate is responsible for providing design for print, web and digital media, and maintaining ERCA's digital presence.

The Graphic Designer reports to the Director, Communications & Outreach Services.

Duties and Responsibilities

- Designs and prepares artwork and graphics for, web, print, signage and other media
- Maintains ERCA's digital media presence, including websites and social media platforms
- Prepares layouts for publications, reports, brochures, displays, campaigns, signage, forms and other materials as required
- Maintains corporate graphic standards throughout all design tasks
- Provides photography, videography and video editing services
- Supports Essex Region Conservation at a variety of events and activities.

Minimum Requirements

- College Diploma in Graphic Design or an equivalent combination of education and experience, as deemed acceptable to the Employer
- One year directly related experience.
- Excellent graphic design, photography, customer service and communications skills
- Demonstrated knowledge of Adobe Creative Suite, Flash, Microsoft Office suite
- Demonstrated knowledge of CSS, HTML, CMS such as Wordpress and other web technologies
- Knowledge of social media platforms such as Facebook, Twitter, Instagram and others

Working Conditions

- Typically M-F 8:30am to 4:00 pm. Evening and weekend hours may be required along with ability to work a flexible schedule.
- Hazards and Risks: Normal office risks

- Environmental conditions: Work is primarily performed within a standard office environment, and regularly requires periods of visual and mental concentration of 2 to 4 hours duration, prolonged sitting (and associated physical strain), and fine motor movements related to computer use.
- Occasional schedule changes and overtime on short notice

Department: Community Outreach Services

Union Affiliation: CUPE Local 3784

Job Status: Full Time, Permanent

Hours of Work: Typically 35 hours per week 8:30am to 4:00 pm.
Evening and weekend hours may be required along with ability to work a flexible schedule

Posting Added Date: November 7, 2018

Posting Closing Date: November 16, 2018

Posting Closing Time: 4:30 p.m.

Positions to Fill: One

Progress Status: Receiving Applications

Office Location: 360 Fairview Avenue West, Suite 311, Essex, ON N8M 1Y6

Wage Rate: \$20.89-\$26.11

Grade: 1

Contact: careers@erca.org
Finance & HR Administrator
360 Fairview Avenue West, Suite 311, ESSEX, ON N8M 1Y6

- ERCA is an equal opportunity employer.
- We thank all applicants in advance, however, only those selected for an interview will be contacted.
- Personal information is collected in accordance with the Municipal Freedom of Information & Protection of Privacy Act and will be used for the purpose of this employment opportunity only.
- We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact HR 519-776-5209 ext 357 to make your needs known in advance.