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The Essex Region Conservation Authority is

Multimedia Specialist

Position Title: Multimedia Specialist

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

The Multimedia Specialist reports to the Director, Communications & Outreach Services.

DUTIES AND RESPONSIBILITIES

- Maintains Essex Region Conservation's websites, including creating and enhancing web-based and interactive features and SEO.
- Designs and prepares artwork and graphics for web, print, signage, social and other media across a variety of service areas and stakeholder touch points
- Provides visual creative for digital, video, email, social media, advertising, experiential and more
- Prepares layouts and arranges production of publications, reports, brochures, displays, campaigns, signage, forms and other materials as required.
- Provides photography, videography and video editing services.
- Maintains corporate graphic standards and brand identity throughout all design tasks
- Complies with AODA standards for communications
- Supports Essex Region Conservation at a variety of outdoor events and activities.

MINIMUM QUALIFICATIONS

- 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
- Strong knowledge of CSS, HTML, CMS. Some knowledge of PHP, Javascript, and other web technologies

- Demonstrated knowledge of Adobe Creative Suite, Flash, Microsoft Office suite
- Ability to manage multiple tasks on short deadlines
- 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:	Permanent, Full-time
Hours of Work:	Typically 35 hours per week, M-F 8:30am to 4:00 pm., with some holiday, weekend and evening work
Posting Added Date:	April 5, 2019
Posting Closing Date:	April 16, 2019
Posting Closing Time:	4:30 p.m.
Positions to Fill:	One (1)
Progress Status:	Receiving Applications
Office Location:	360 Fairview Avenue West, Suite 311, Essex, ON N8M 1Y6
Wage Rate:	\$25.62 starting rate with scheduled increases
Grade:	2
Contact:	Nicole Kupnicki, Executive Assistant 360 Fairview Avenue West, Suite 311, ESSEX, ON N8M 1Y6 careers@erca.org

- 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 354 to make your needs known in advance.