Employment Opportunity
SFU Public Square - Design Coordinator

Term:	Full time, 35 hours per week
Start date:	December 5, 2022
End date:	December 8, 2023
Supervisor:	Doug Hamilton-Evans, Communications Manager
Salary:	$46,000-$50,000 annually - commensurate with experience
Position location:	312 Main Street, Vancouver B.C. with some remote work
Closing date:	November 10, 2022, 12:00pm

Applicants should submit their package (in one PDF file) via email with their name and position they are applying for in the subject line, attention to:

Doug Hamilton-Evans, Communications Manager: public_square@sfu.ca

I**nclude:**

    Cover letter
    Resume
    Link to online portfolio and/or other examples of work

We thank all applicants, but only those invited for interviews will be contacted. Interviews will be held between November 16-18, 2022.

About SFU Public Square

SFU Public Square holds space for SFU and its communities to learn together and work towards equitable and sustainable solutions to our world's complex challenges.

We work across all of SFU's campuses, supporting faculty, students, staff, alumni and diverse communities to convene accessible, innovative and inclusive programming that brings people together to find ways to meaningfully contribute to the issues that affect our lives.

Every year, we collaboratively program dozens of workshops, debates, public conversations, discussion panels and other gatherings. These spaces encourage different perspectives and ways of knowing to collide and influence each other. The experience is transformative, inspiring deeper conversations, igniting networks, building capacity and catalyzing curiosity and concern into advocacy and action.

Position description

The **Design Coordinator** is a pivotal position at SFU Public Square, responsible for the design of all of our communications and branding in support of knowledge mobilization and community engagement. Working closely with the Communications Manager, the Coordinator ensures SFU Public Square's event promotions and content connects with audiences and communicates ideas in an accessible and inclusive way. They oversee the SFU Public Square brand wherever it appears, and are responsible for managing our website and creating and sending our newsletters.

The primary responsibility for this role is design, but an ideal candidate will have the ability to support the communications team with copywriting (for social media, newsletters, websites) and administrative tasks such as

creating and managing Eventbrite pages.

Responsibilities

Design and produce engaging visual content and branding assets for print (brochures, reports, posters and ads), social media graphics, data visualizations, reports and for event promotion across digital platforms such as Eventbrite, email newsletters and campus screens

Express, protect, strengthen and ensure the SFU Public Square brand is used correctly and consistently across all platforms

Ensure all SFU Public Square visual communications are accessible and inclusive–online and in-person

Develop, create, update and maintain individual pages and overall SFU Public Square website

Lay out and send regular email newsletters via Campaigner

Lead the creation and implementation of on-brand communications and marketing materials for SFU Public Square's Community Summits

Liaise with SFU Marketing and Communications as required for campaigns, projects and brand refreshes

Coordinate with external vendors and printers to ensure materials are received on-time and on-budget

Design signage, slides and other materials to ensure in-person and online events reflect SFU Public Square's brand

Attend SFU Public Square events to support with audience engagement

Support video and multimedia projects with design and brand oversight

Maintain the SFU Public Square photo archive, identifying photos for social media posts, reports, webpages and other uses

Provide leadership, guidance, feedback and mentorship for volunteers and Work-Study students;

Attend regular staff meetings and report out on status of projects status

Qualifications

A bachelor's degree or certificate in visual communications, digital media, graphic design, publishing or a related program

1-2 years design experience in a professional environment

Experience with a variety of user-focused design media, including web development, multimedia and web scripting applications (e.g., Content Management Systems (Adobe Experience Manager preferred), HTML, CSS, Javascript)

Advanced proficiency in using Adobe Creative Suite suite (InDesign, Illustrator, Photoshop, Lightroom and

Our ideal candidate has:

Applied knowledge in graphic communication, visual identity, and branding strategies

Experience in accessible design for a wide range of audiences

Website management experience

Professionalism, with a commitment to contributing to a learning culture and maintaining good working relationships with the rest of the project team

Excellent organizational and project management skills to coordinate multiple design projects and deadlines

A commitment to creative, strategic and analytical thinking

The ability to demonstrate flexibility and adaptability when responding to demands and critiques of work

Effective communication skills with diverse groups and individuals, including professional networking abilities

Previous experience working in an open office environment and providing mentorship to volunteers/work-study students/interns in a work-integrated learning context

Proficiency in English with good written, verbal and interpersonal communications skills

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