MULTIMEDIA DESIGNER [CONTRACT]

About Us

The Immigrant Employment Council of BC is a dynamic not-for-profit that helps BC employers recognize the collective value immigrants bring to the workforce, positively impacting our society and economy. As a growing organization, our programs break down barriers that keep BC businesses from making full use of the diverse skills and experience immigrants bring. We help immigrants build a new life in Canada by creating pathways to employment and community engagement.

If you want to join an innovative and purpose-driven team that is building a prosperous and inclusive future for British Columbia apply to join the Immigrant Employment Council of BC.

About the Role

This is a contract role. You will work as part of the Communications team. You are responsible for providing creative and technical expertise to our brand communications products. This position supports projects internally and externally and is responsible for tasks and assignments associated with our creative marketing strategies and plans as outlined by the Communications Manager.

Department: Centralized Services

Reports to: Communications Manager

Main Responsibilities

Multimedia Design and Production

- Works collaboratively to achieve creative content for digital and print designs
- Lead the design and production of IEC-BC's multimedia and print campaigns
- Manipulate and edit digital imagery, video and incorporates graphics and effects.
- Good knowledge of video editing and manipulations, sound effects and audio using various multimedia software.
- Experience working on audio editing software and podcasts.
- Eagerness to learn and share new multimedia techniques
- Works with external production contractors and ensures the consistency of brand standards/seasonal creatives

Graphic Design

- Conceiving, ideating, and producing superior quality designs in print, web, and at retail using Adobe Creative Suite.
- Researching the best-in-class graphic design and B2B experiences, market trends, and emerging technologies in graphic design, packaging, and illustration
- Select colors, images, text style and layouts that are professional and convey a specific message.
- Implement edits recommended by internal and external clients.
- Review designs for errors before printing or publishing.
- Develop graphics for B2B and B2C audiences
- Develop graphics for various organizational programs.
- Presents concepts and creative to marketing and comms team.
- Executing full scope of design work from concept to output.

Website
- Regularly update and maintain the existing site, including content updates, visual enhancements, landing page creation.
- Bring design insight to web projects as it relates to aesthetics, usability, web standards and accessibility.
- Executing all visual design stages from concepts to production

Events
- Work collaboratively with the Communications team to develop concepts for IEC-BC events and promotional activities
- Support various virtual, in-person and other events at IEC-BC.

Other Duties as Assigned

- Provide technical assistance with websites, video recording and other communication needs.
- Perform other related tasks as assigned by the Senior Manager, Centralized Services and Communications Manager.
- Support and deliver products on-time with minimal supervision.

Job Requirements

Education

- You have a Degree or Diploma, or other courses related to Design and/or fine arts

Relevant Experience

- Minimum 2-3 years of demonstrated experience in a design role
- You have an expert's knowledge of the following: Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Premier Pro, Adobe After Effects and Animate.
- You have knowledge and experience with audio editing and podcasts tools.
- Experience managing production of both print and digital collaterals from start to finish.

Skills & Abilities

- Advance use of MS Office Suite including: Word, Excel, and PowerPoint.
- Intermediate skills using communication software such as MS Teams, Zoom, etc.
- Intermediate use of WordPress and HTML.
- Ability to work at a detailed level while maintaining an overall project perspective.
- Strong technical and troubleshooting skills.
- Strong public speaking and presentation abilities.
- Strong interpersonal and communication skills with the ability to build cooperative working relationships both internally and externally.
- Ability to meet deadlines under pressure and deliver projects in a timely manner.
- Ability to work well independently and within a team.
- Ability to adapt to and integrate new technologies and tools.
- Knowledge of CSS would be an asset.
- Knowledge of CRM e.g. Sugar CRM, Dynamics 365 would be an asset

How to Apply

If you are an individual who thrives in a fast-paced, challenging work environment and wants to join a diverse and collaborative team, this could be the position for you.Submit your portfolio, **cover letter** and **resume** to recruitment@iecbc.ca by Friday, February 4th, 2022. Please quote ' Multimedia Designer at IEC-BC' in the subject line.

We kindly ask for no phone calls. Due to the high number of applications received, only candidates who are selected for an interview will be contacted.
Note: applicants must be legally entitled to work in Canada