



Winnipeg Humane Society – Job Posting #2024-10-01

Date: April 2nd, 2024
Position Title: Graphic Design & Web Specialist
Department: Communications & Marketing
Reports to: Director, Communications & Marketing
Classification: Non-Union
Hours: 40 hours/week; Monday-Friday 8am-4pm

Application deadline: April 12th, 2024

Position Summary:

The Graphic Design & Web Specialist is responsible for the design and layout of all digital and print material for the Winnipeg Humane Society. The Graphic Design & Web Specialist is responsible for the conceptualization and implementation of design solutions that meet marketing strategies, support organizational goals, and reinforce brand values and style.

Who we are:

- One of the oldest registered Non-Profit charities in Manitoba funded primarily by donations and events.
- An innovative community service organization committed to protecting animals from suffering, and to promoting their welfare and dignity.
- A team of generous partners, donors, hardworking volunteers and committed staff united in the belief that every animal deserves dignity and love.
- One of the largest and more recognized animal shelter and welfare organizations in Canada.
- Always growing, changing, and adapting to meet the expectations of the community and the needs of Winnipeg's animal population.

Duties and Responsibilities:

The following are mandatory knowledge and skills for this role:

- Strong graphic design skills with a specialization in print and page layout.
- Excellent knowledge of preparing files for press.
- Ability to think creatively.
- Proficient in all design programs (Adobe Creative Suite).
- Proficient in WordPress.

- Excellent organizational and time management skills with the ability to manage several concurrent projects and meet deadlines.
- Ability to work well in a team environment and independently.

The following qualifications and experience are desired and would be considered assets:

- Experience working in a non-profit environment.
- Knowledge of domestic animals, their care and animal welfare issues.

Abilities, Skills & Knowledge:

- Strong graphic design skills with a specialization in print and page layout.
- Excellent knowledge of preparing files for press.
- Ability to think creatively.
- Proficient in all design programs (Adobe Creative Suite).
- Proficient in WordPress.
- Excellent organizational and time management skills with the ability to manage several concurrent projects and meet deadlines.
- Ability to work well in a team environment and independently.

Personal Attributes:

- Ability to establish positive working relationships and communicate effectively with internal and external audiences, as well as to successfully navigate work team dynamics.
- Strong sense of commitment and personal dedication.
- Demonstrated growth mindset and ability to problem solve.
- Ability to manage time, prioritize, and complete tasks within allotted deadlines.
- Ability to independently manage multiple tasks in a fast-paced environment.
- Comfort level with frequent change and ability to maintain a positive “can-do” attitude.
- Creative, but also analytical.

Accountability:

This position is directly accountable to the Director of Communications and Marketing and has the authority to perform all assigned duties and responsibilities within established policy and procedure.

Authority:

Authority to perform all assigned duties and responsibilities within established policies and procedures.

Education, Training & Experience

- Post-secondary education in graphic design and communications.
- 3-5 years working as a graphic designer.
- Experience working within busy multi-tasked environments

Exemplifies Winnipeg Humane Society's Core Values:

- We let empathy guide our commitment to animal welfare and approach to all individual beings, people, and animals alike.
- We value and accept each other.
- We are committed as an organization to lead with integrity and accountability.
- We are guided by innovation and remain open to change.
- We foster an inclusive, purposeful, and safe communication space.

Participates in creating a thriving Culture of Philanthropy at Winnipeg Humane Society by:

- Being knowledgeable and supportive of WHS programs
- Sharing their passion for service to animals, people, and our community with our guests
- Serving as an inspiration to all guests by providing an exemplary level of animal care and guest service
- Being able to communicate a compelling case for support that demonstrates the impact of philanthropy on Winnipeg Humane Society

How to apply:

Please submit your **COVER LETTER WITH SALARY EXPECTATIONS** and **RESUME** to:

carlyp@winnipeghumanesociety.ca

Please quote the job posting number in your email or cover letter subject line.

The WHS is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs.

NO PHONE CALLS PLEASE

The WHS values diversity and equality in its team. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age.

We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit <https://winnipeghumanesociety.ca/about-us/careers>