

### **Communication & Design Contractor Opportunity**

**Term:** May 2022- March 2023 with possibility of renewal

**Opportunity:** The Alberta Resource Centre for Quality Enhancement (ARCQE) is currently seeking the expertise of a Communication & Design Specialist available to support various organizational needs relating to: brand development and identification, enhanced visual communications across all digital platforms/media and print materials. The intended goal of this contract position will be to work as part of a multi-disciplinary team in ensuring all public communication is supported with graphic design that is consistent and reflects an increased professional presence for all aspects of our service brand.

#### **Responsibilities include but are not limited to:**

- Development of concepts, mood boards, and sketches for all projects
- Collaboration with office personnel and project coordination team to conceptualize projects and/or communication tools, materials and social media content for campaigns
- Sourcing materials as needed for projects, including photography and support web design and updates and increased brand awareness as appropriate
- Creating design samples to support various individual projects and service streams
- Using colors, typography, shapes, textures, values, and lines to craft the brand standard for use across social platforms and our website
- Managing all projects to ensure a consistent design and message across promotional materials
- Creating digital posts, banners, and icons for use across our social platforms
- Designing infographics and/or providing design support for organizational reports
- Overseeing layout and printing of materials as appropriate
- Revising existing work to promote and compliment brand consistency and overall clarity
- Planning and implementation of project schedules to meet deadlines
- Troubleshooting and resolving issues as needed to support design/communication needs

#### **Qualifications:**

- Diploma and/or Degree in graphic design or relevant field
- Experience with graphic design or fine art experience
- Knowledge of various design software, applications and programs
- Capacity with use of office programs (i.e. Microsoft Word, Excel, PowerPoint)
- Strong interpersonal communication skills
- Excellent organization and time management skills
- Portfolio with evidence of prior design work and experience

#### **To Apply:**

All interested candidates should forward resumes and letters of expressed interest in care of Corine Ferguson, Executive Director at [corinef@arcqe.ca](mailto:corinef@arcqe.ca) by May 23<sup>rd</sup>, 2022.

- **Desired start date:** June 2022
- **Location:** ARCQE's provincial office is located in Edmonton but supports work with all members of ARCQE across Alberta.
- **Remuneration:** This is contract position funded annually. Details of remuneration to be reviewed with those selected for interviews.

**Only successful candidates will be contacted. Thank you in advance for your interest!**