



EMPLOYMENT OPPORTUNITY Design Coordinator

Term: Full time - 35 hours per week
Start date: October 15, 2019 (earlier if possible)
End date: October 15, 2020 with possibility of extension
Supervisor: Program Manager, SFU Public Square
Salary: \$42,000-\$52,000 annually - commensurate with experience
Position Location: SFU Vancouver (Harbour Centre campus) - Please note we are moving to 312 Main in winter 2019/20.

Closing Date: **Applications accepted on a rolling basis, with interviews starting the week of September 23**

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:

Janet Webber, Executive Director, SFU Public Square – public_square@sfu.ca

Please include:

1. Cover letter
2. Resume and link to online portfolio and/or other examples of work
3. Written response (200 word max.) to the following question: *How does society benefit from a university creating capacity for authentic community engagement?*

We thank all applicants, but only those invited for interviews will be contacted.

About SFU Public Square:

SFU Public Square is a signature initiative supporting SFU's strategy to be Canada's most community-engaged research university. The program mobilizes the university's physical, intellectual and virtual capacities to help people think critically about issues and foster discussion among diverse communities. SFU Public Square pushes the boundaries of civic engagement and creates a gathering place for interaction and experimentation - a space where people can explore and exchange ideas across sectors, generations, values, and cultures.

Position Description:

As **Design Coordinator**, you will be a key member of the SFU Public Square team. Relevant and effective communications and marketing are integral to the success of the program, our events and online/in-person community engagement activity. Our team has adopted a learning culture, with the aim to increase knowledge, competence, and performance across the entire organization. If mentorship, feedback and experimentation are part of your approach to work, this is the place for you.

Ours is a dynamic work environment with rapidly evolving priorities and demands. The ideal candidate will be flexible and have a mix of design and marketing skills. You should be self-motivated, highly

organized and able to manage several projects at once. You should also have exceptional attention to detail and the desire to bring new ideas to the table.

Responsibilities:

- Collaborate with team members to create and disseminate communications and marketing materials to internal and external audiences;
- Design engaging content for platforms ranging from print (brochures, reports) to traditional media (newspapers, magazines) to social media (Instagram, Facebook, Twitter etc.) to our digital newsletters, Eventbrite platform, and the program website to promote engagement with and attendance at SFU Public Square events and activities;
- Support the development and execution of a new communications strategy and related website redesign in collaboration with the SFU Public Square team and SFU's Communications and Marketing department;
- Lead the creation and implementation of on-brand communications and marketing materials for the 2019 Community Summit;
- Liaise with University Marketing and Communications as required for campaigns, projects, brand;
- Communicate with external vendors and printers to ensure materials are received on-time and on-budget;
- Regularly maintain and update the SFU Public Square website with new content;
- Maintain the SFU Public Square photo archive;
- Express, protect, strengthen and ensure the SFU Public Square brand is used correctly across all platforms;
- Provide leadership, guidance, feedback and mentorship for Design Volunteers and Work-Study students;
- Attend weekly staff meetings and daily check-ins.

Qualifications:

- A bachelor's degree or certificate in visual communications, digital media, graphic design, publishing or a related program;
- 3-5 years design experience in a professional environment in a supervisory capacity;
- Experience with a variety of user-focused design, including web development, multimedia and web scripting applications (e.g., Content Management Systems (Adobe AEM preferred), HTML, CSS, Python);
- Proficient in using Adobe Creative Suite suite at an advanced level for layout and image editing;
- Demonstrated understanding of typography
- Demonstrated ability using the Microsoft Office suite (Word, Excel, Powerpoint), Google Drive suite, Slack, and Asana;
- Experience with creating digital assets and ensuring brand presence and consistency across social media and digital platforms including Twitter, Facebook, Instagram, Eventbrite, and more
- Prior experience working with printers and print production skills considered an asset
- Other skills including video and podcast editing are an asset.
- Excellent writing and proofreading skills

Our ideal candidate has:

- Professionalism, with a commitment to contributing to a learning culture and maintaining good working relationships with the rest of the project team;
- Excellent leadership, organizational and project management skills;
- A commitment to creative, strategic and analytical thinking;
- Good judgement when working in a fast-paced environment, managing workload and deadlines

accordingly;

- 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;
- Experience in accessible design for a wide range of audiences;
- 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;
- The ability to work evenings and weekends and travel within the lower mainland in support of SFU Public Square activity, as required;
- A keen interest in community engagement and dialogue.