EMPLOYMENT OPPORTUNITY
Design Coordinator

Term: Full time - 35 hours per week
Start date: October 2, 2017
End date: May 30, 2018 with possibility of extension

Supervisor: Janet Webber, Executive Director, SFU Public Square
Salary: $45,000-$52,000 annually - compensation commensurate with experience
Position Location: SFU Vancouver (Harbour Centre campus), 3rd Floor, 515 West Hastings St., Vancouver

Closing Date: September 18, 2017 at 5:00 pm PT

Applicants should submit their package (with all material attached 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 program to advance the university’s community engagement strategy. Its aim is to be the “go-to” convener for serious and productive dialogues on important public issues, working to diffuse polarization and promote community building and democratic development.

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 not part of your approach to work, this is not the place for you. This 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 an exceptional attention to detail and the desire to bring new ideas to the table.
Responsibilities:

▪ Support the Executive Director, the Research & Communications Coordinator, and Events & Marketing Assistant in creating and disseminating communications and marketing to internal and external audiences;
▪ Design engaging content across all diverse platforms ranging from print (brochures, reports) to traditional media (newspapers, magazines) to social media (Instagram, Facebook, Twitter etc.), to website to promote engagement with and attendance at SFU Public Square events and activities;
▪ Act as guardian for the SFU Public Square brand - express, protect, strengthen and ensure the brand is used correctly across all platforms;
▪ Oversee program website and contribute ideas and design pieces for social media platforms;
▪ Regularly liaise with University Communications on design and marketing projects and priorities, in addition to supporting the development and execution of a new communications strategy and related website redesign;
▪ Identify emerging communications platforms relevant to SFU Public Square work, advising on technical options and innovations to support communications;
▪ Lead the creation and implementation of on-brand communications and marketing for the 2018 Community Summit;
▪ Provide leadership, guidance, feedback and mentorship for Design Assistant, Design Volunteers and Work-Study students;
▪ Attend weekly staff meetings;
▪ Liaise regularly with Executive Director and Research & Communications Coordinator on work planning and projects.

Qualifications:

▪ A bachelor’s degree or certificate in visual communications, digital media, graphic design, or a related program;
▪ 3-5 years design experience in a professional environment in a supervisory capacity;
▪ Experience with a variety of web development, multimedia and web scripting applications (e.g., HTML, CSS, Javascript, Dreamweaver, Flash);
▪ Proven ability to use graphics, blog publishing and content management applications (InDesign, Illustrator, Photoshop, Microsoft Office, WordPress, Adobe AEM) at an advanced level;
▪ Demonstrated ability in the Microsoft Office suite (Word, Excel, Powerpoint);
▪ Other skills including video and podcast editing would be an asset.

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;
▪ Expertise on the latest trends and best practices in graphic design and digital communications;
▪ Understanding of the latest web design, new media, and desktop publishing software trends;
▪ 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;
• Previous experience working in an open office environment;
• 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.