

Internal / External
21-49

Position:		GRAPHIC DESIGNER		Number of Positions:		1	
Classification:	TEMPORARY	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK			
Department:	PROGRAM FOUNDATIONS & FINANCE		Program:	HEALTH PROMOTION AND COMMUNICATIONS			
Location:	BARRIE		Anticipated Date of Hire:	NOVEMBER 29, 2021			
Salary Range:	\$39.54 – \$44.28 HOURLY		Position Duration:	DECEMBER 2, 2022, WHICH MAY BE SUBJECT TO AN EXTENSION IF REQUIRED			
			Posting Date:	OCTOBER 13, 2021			
Criminal Record Check:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Vulnerable Sector Screening:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
<p>Purpose of Position: To provide creative direction, leadership and advice in the planning, development and production of visual communications in both print and digital collateral, ensuring clarity, accuracy and consistency of information/communication, and recommend visual communications standards. This includes negotiating with suppliers for production of quality materials and maintaining a credible, recognizable image of the health unit within the community.</p> <p>For further details refer to the GRAPHIC DESIGNER position description.</p>							
<p>Responsibilities: Provide consultation to management and staff prior to and during graphic design projects, including suggested effective presentation of information and methods for conveying intended messages to selected target audiences;</p> <p>Coordinate and negotiate the production of communications materials, including obtaining quotes, preparing camera ready art work and negotiating production dates with external service bureaus;</p> <p>Establish, monitor and reinforce visual communications standards for the Agency;</p> <p>Set work priorities and coordinate activities within the outline of the Agency operational plan;</p> <p>Maintain resources required to complete the work;</p> <p>Contribute to team and Agency effectiveness.</p>							

Specific knowledge, skills, abilities:

- Advanced ability including proven conceptual/creative/experimental ability to transform ideas into effective visual materials;
- Advanced knowledge of commercial printers and associated costs;
- Advanced problem-solving/analytical skills in terms of design i.e. must identify best method to meet needs and realize when design is not working and correct it;
- Advanced computer software skills in graphic design with packages such as Adobe Photoshop, In Design and Illustrator;
- Advanced knowledge and technical skill in desktop publishing/drawings;
- Advanced knowledge and experience with web site design;
- Advanced skills in Microsoft Word and PowerPoint;
- Advanced time management skills, and proven ability to work to deadlines;
- Intermediate skills in illustration/photography press ready art/design composites;
- Intermediate oral and interpersonal communication skills, with ability to train staff, sell ideas, negotiate costs, timelines, speak the language of commercial printers;
- Intermediate written communications skills with the ability to create technical documentation to support design standards and communicate effectively via email;
- Basic leadership, team building and facilitation skills and experience problem solving and priority setting with a small group of peers;
- Valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district;
- Able to work independently within established parameters and to function effectively as a member of a team.

Education:

College Diploma in Graphic Design (Three-Year Program).

Related Experience:

Minimum 3 years relevant experience including computer-aided design, web site design, desktop publishing and substantial knowledge of printing processes.

Preference will be given to candidates with the following qualifications which are considered assets in this competition:

- Knowledge and experience with social and digital media and video applications, including animation.
- Knowledge and experience with web design and content management systems (CMS), HTML, CSS and Javascript.
- Print design experience from concept to production.
- Knowledge of copyright and Accessibility for Ontarians with Disabilities Act (AODA) standards.
- Health-related content included in portfolio.

Deadline: 4:00 pm, TUESDAY, OCTOBER 26, 2021

This is an internal non-union posting. External applicants may be considered when the internal recruitment process does not result in a successful internal candidate.

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **21-49** in the subject line.

For internal SMDHU applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting #21-49 in the subject line. Your formal application consists of submitting both an up to date résumé and a separate cover letter outlining how you meet the requirements and qualifications of this position. Please ensure you indicate in your application that you have the requirements and qualifications listed for this position otherwise it will be deemed you do not have them.

For External Applicants Only:

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # 21-49 in the subject line.

Due to the large volume of applications we receive, and to ensure your application is given due consideration, we kindly request all applications for this position include both an up-to-date resume, and a detailed cover letter including specific examples of how you meet the required qualifications and skills for this position. The cover letter is to clearly identify:

- a. How your education meets the educational requirements listed.
- b. How your experience meets the experience requirements listed.
- c. How your experience meets each of the required knowledge, skills and abilities listed.
- d. How your education and/or experience meet each of the listed assets, which are considered preferences.

Applicants who fail to satisfactorily provide the information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered.

If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.

Full COVID-19 vaccination is an essential requirement of the job. Full vaccination is defined as having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the World Health Organization (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series) and having received the final dose of the COVID-19 vaccine at least 14 days ago. SMDHU is an equal opportunity employer. The possibility of accommodation will be considered during the hiring process.

The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.