

GRAPHIC DESIGNER

Authority

The Graphic Designer works under the supervision of the Languages and Cultures Coordination Team.

Purpose

The Graphic Designer works in collaboration with the Languages and Cultures Coordination Team in creating MFNERC-branded materials and documents, book production and illustration, layouts for new or revised production, visual aids, and promotional pieces. The Graphic Designer will work from rough copy and prepare materials for print or publication using desktop publishing and multiple software programs. In addition, the Graphic Designer assists in events put on or in relation to the MFNERC organization by documenting through photography and videography. A demonstrated respect for First Nations knowledge, languages and cultures; and fluency in a First Nations Language is desirable for this position.

Specific Responsibilities

- Adapts existing brand guidelines and applies to work;
- Assists in creating and designing documents, illustrations, files for web, newsletters, presentations, booklets and other production materials;
- Assists in creating marketing materials and publications for annual conferences and other events;
- Prepares files for print and has advanced knowledge of the printing process as it applies to in-house and out-sourced production;
- Assists in documenting staff-related events, in office or on location, through photography or videography;
- Helps generate content for web and social media platforms;
- Assists in website updates and editions;
- Maintains and archives electronic files upon completion of project;
- Organizes and archives photo and video databases;
- Supports other administrative functions;
- Maintains and updates equipment;
- Manages an independent work environment.

Qualifications

Education & Experience

- Completion of a Graphic Design program or equivalent degree/experience;
- Strong skill-set in Graphic Design demonstrating advanced knowledge of current design techniques;

- Two years' experience directly related to applied Graphic Design;
- Experience in scheduling and budgeting all phases of a production is essential.
- Proficiency in Adobe Creative Suite (specifically Photoshop, InDesign and Illustrator) and Microsoft Office Professional;
- Handling of multiple tasks with overlapping deadlines;
- Openness to giving and receiving feedback and a receptive attitude to creative direction;
- Knowledge of various levels of technology, equipment, programming and applications;
- Awareness of Manitoba First Nations education development and reform and socio-economic conditions of First Nations communities;
- Awareness of communication systems, networks, and protocol among First Nations communities and organizations;
- Ability to work independently and as a member of a multi-disciplinary team of professionals;
- Ability to exercise artistic creativity.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by 4:00 p.m. May 11, 2021 to:

Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: hr@mfnerc.com | Fax: 204.942.2490

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to Indigenous people and applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

Please visit our website at www.mfnerc.com