



Lac La Biche County
welcoming by nature.

SUMMER EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Summer Graphic Designer

Full Time Summer Position based on a 35 hour work week

Under the direction of the Manager of Communications, the Summer Graphic Designer provides support to the Communications department by developing information products like newspaper ads, posters, graphics for social media, and more. They assist the Graphic Designer by ensuring that all materials visually meet the County's brand standards.

Responsibilities:

- Develop marketing materials (i.e. posters, banners, brochures, flyers, templates, etc.) in line with the County's brand using Adobe Creative Suite products like Photoshop, InDesign, and Illustrator.
- Work closely with the County's most public-facing departments (including Recreation, FCSS & Community Development, and more) to update dates and other information in marketing materials for annual programs, services, and classes.
- Assist the full-time Graphic Designer with developing and coordinating print advertisements.
- Develop electronic design files and upload to the County's websites.
- Collaborate with County staff and partners to meet product expectations.
- Assist with printing, folding, and preparing printed products.
- Attend meetings with the Manager of Communications and full-time Graphic Designer to determine graphic design product needs.
- Perform other duties, as assigned by the Manager of Communications.

Qualifications:

- Preference given to those currently enrolled in post-secondary education related to graphic design, the fine arts, or communications. Equivalencies will be considered.
- A valid class 5 drivers' license is considered an asset.
- Understanding of branding, concept development, advertising, and target marketing.
- Knowledge of typography, layout and colour principles. Strong attention to detail.
- Software Requirements: education in and applied knowledge of recent versions of Adobe Creative Cloud, primarily InDesign, Illustrator, and Photoshop.
- In-depth knowledge of the Microsoft Suite (especially Word, Publisher, and Excel) is required to create a variety of templates.
- Skill set in graphic design demonstrating knowledge of current design techniques.
- Superior analytical, organizational and communications skills.
- Willingness to adapt and learn new skills.
- Excellent interpersonal skills.

Candidates must currently be enrolled and returning to full time studies on a full-time basis in the fall of 2020. Documentation that provides proof of current enrolment as well as identifying your status in the program, and documentation confirming that you are returning to full-time studies in the fall of 2020 must be submitted with your application. **Failure to provide documentation may disqualify you from future consideration.**

Tentative employment will be from May until completion of season.

Preference

Preference will be given to qualified Lac La Biche County residents.

Salary range: \$17.36 to \$23.11 Hourly

- Competition number: **SS07-GD-20**
- Closing Date: **January 30, 2020**. Applications received after **January 30, 2020** will be considered after the preliminary round of hiring has taken place and only if a second round of interviews is required.

Interested candidates are invited to forward their resume in strict confidence to:

Attention Human Resources

Lac La Biche County

Box 1679, Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533 Email: hr@laclabichedcounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.