

Position Title: Video & Graphic Design

Reports to: Communications Manager

Role Description: This person executes video and design deliverables as assigned and scheduled by the Communications Manager. They consult on organization-wide design to ensure all graphics meet Village standards of excellence. They are also responsible to recruit and manage volunteers, organize vendor relations and ensure delivery of all print media.

Necessary Skills:

- High Level of Graphic Design skill using Adobe Creative Suite
- Organized to juggle multiple project timelines
- Collaboration and team leadership abilities
- Illustration Skills
- High level of Videography competence

Responsibilities:

- Central design projects as assigned by Communications Manager
- Departmental design projects as assigned by Communications Manager
- Central video projects as assigned by the Communications Manager
- Departmental video projects as assigned by the Communications Manager
- Building and leading volunteer designer team
- Building and leading volunteer videography team
- Collaborating with departments to ensure quality designs to Village standards of excellence
- Manage all vendor relations and execute print projects to delivery

Goals:

- To achieve a high level of design quality while also meeting deadlines
- To serve the departmental communications needs at the highest level
- To establish a volunteer team of videographers and designers who are engaged, serving, developing and producing usable content
- To ensure that print projects are executed efficiently and that resources are well stewarded, through having great vendor relations and managing print timelines
- To create regular high quality video content work

Terms:

- 40 hours/week, Monday to Friday, with occasional Weekend flex work
- 2 weeks vacation, plus Christmas break
- Full Village benefits package