

Graphic Designer



Founded in 1995, YES (Youth Employment Services Foundation), a non-profit community-based organization dedicated to enriching the community by providing English-language support services to help Quebecers find employment and start and grow businesses, is growing and looking to hire.

Are you passionate about developing designs? Do you love promotional activities and sharing creative ideas? Do you have the vision and talent to develop design work for a wide variety of programs and projects? We're seeking a graphic designer to apply their innovative talents across our non-profit organization.

POSITION SUMMARY:

The Graphic Designer will have a creative flair, up-to-date knowledge of industry software and a professional approach to time, resources and deadlines.

- Create/design clean, sophisticated and engaging promotional materials for web, social media, print ads and email templates
- Collaborate with others within the marketing team to develop various sales, promotional and fundraising campaigns
- Develop the concept and design for all YES events
- Create the layout and design for the annual report and bi-annual program book
- Accurately handle corrections and complete jobs on time while handling a large workload
- Support the online marketing strategy
- Attend job fairs and outreach initiatives

QUALIFIED CANDIDATES WILL HAVE:

- A post-secondary degree with a focus on Graphic Design or relevant field
- 2 – 4 years of work experience with design for print, digital and social media
- Excellent computer knowledge – Microsoft Office, Word, Excel and PowerPoint with strong competence using **Adobe's Creative Suite**
- Knowledge of HTML
- Excellent communication skills with strong attention to detail
- A portfolio that demonstrates creative spark and strong layout skills
- Ability to manage multiple projects simultaneously while meeting deadlines
- Can/will-do attitude, diligence
- Strategic perspective
- Hands-on work ethic
- Previous non-profit experience an asset

Benefits:

YES is proud of its diverse, committed, focused and respectful staff and volunteers. YES has a dynamic and fast paced work environment and is happy to offer employees:

- 10 sick days/personal days available per year
- A Group Insurance plan (Life Insurance/ Health & Dental/ Disability Insurance)
- An Employee Assistance Plan
- VSRP (Voluntary Savings Retirement Plan)
- Closed between Christmas and New Year
- 11 statutory holidays

HOW TO APPLY:

Send your cover letter* and résumé by December 9, 2019

To the Director of Administration and Personnel at

fa@yesmontreal.ca

(*résumé **must** be accompanied by a cover letter to be considered)

Only those candidates chosen for an interview will be contacted.

YES is committed to equal opportunity employment.

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