

## CPRS Vancouver – Graphic Designer

---

CPRS Vancouver is looking for an enthusiastic and motivated volunteer visual communicator to assist with graphic design needs in the role of Graphic Designer.

We know that in the ever-changing communications landscape that visual assets are just as important as written or spoken word. In this role, you'll join a team of volunteers who are passionate about communications and public relations, and be responsible for creating visual content for a variety of mediums (social media, web, blogs, etc). We will look to you to support managing a visual tools library on a Google Drive, responding to CPRS Vancouver Board of Directors requests, and ensuring content deadlines are met.

### **Who are we looking for?**

Our ideal candidate is a professional-communicator with demonstrated graphic and visual design skills, ready to bring fresh ideas to the CPRS Vancouver communications committee. As a Graphic Designer, you should perform well under deadlines and be detail-oriented. If you would like to give back to the Vancouver communications and public relations industry, put your skills to use to gain valuable practical experience, meet new people in the field while having some fun, we would like to meet you!

### **Responsibilities**

- Design engaging content and visual images in-line with the CPRS Vancouver brand for a variety of marketing and communications initiatives.
- Design clear, engaging graphic communications for print and the web (this might include but not limited to: web and social media images, marketing materials, etc.)
- Collaborate with CPRS Board of Directors to conceptualize, design, and create mock-ups.
- Take on a variety of projects from small enhancements to entirely new designs.
- Stay up-to-date with chapter/industry trends and developments to help generate new ideas to draw key target audience's attention
- Update and help to manage visual tools library on Google Drive

### **Requirements**

- Current CPRS Vancouver member (full, affiliate or student membership or subscriber)
- Proven experience with graphic design (a combination of education and other volunteer work or work experience will be considered)
- Hands on experience with design software and applications
- Excellent writing skills in English
- Attention to detail
- Good organizational and time-management skills
- Ability to work independently and in partnership with a team
- Self-directed and willing to take the initiative to create images that will be used for social media

- Photography skills would be a bonus!

**Commitment**

The Graphic Designer role is an important support role to the entire Communications team as well as the Board of Directors. Time commitment may vary depending on chapter events and initiatives, but a minimum of 2 hours and maximum of 4 hours per week could be expected. Note: This is a volunteer position.