



Graphic Design & Online Specialist Communications

Job Posting No: ACF-019-17

Location: Edmonton, AB

Position Close Date: October 13, 2017

*****MATERNITY LEAVE COVERAGE UP TO ONE (1) YEAR**

The Alberta Cancer Foundation raises funds in support of cancer research, cancer screening and prevention, and enhanced patient care programs at Alberta's 17 cancer centres including the Cross Cancer Institute in Edmonton and the Tom Baker Cancer Centre in Calgary.

We strive to be one of the most innovative, philanthropic organizations in Canada by delivering transformational results for Alberta cancer patients and their families. As the largest philanthropic investor in cancer research in Alberta, we have the capacity and the relationships to invest in the most promising outcomes. We take a strategic approach to investing donor dollars, toward initiatives and programs.

The Alberta Cancer Foundation offers a competitive salary and benefits, a focus on the cause and a collaborative Team environment.

The Opportunity:

This is a Maternity Leave Coverage position for up to one (1) year.

Reporting to the Vice President, Communications, the Graphic Design and Online Specialist plays a key role in strengthening ties with strategic partners through our branding in all mediums, including, print, online, interactive and social media. This position also helps build relationships with internal teams to develop consistent brand guidelines through the creation of donor-focused materials, promotional materials, templates and processes.

Responsibilities:

- Collaborates with departments to ensure they are aware of analytics and suggest online strategies based on data.
- Collaborate with departments to ensure all branded materials are visually consistent and reflect values and mission of the Foundation.
- Responsible for creation and design of Foundation branded materials, event promotion materials, website, email and Foundation publications, both online and in print.
- Responsible for researching best practices and evaluating performance of the existing online tools.
- Responsible for maintaining and reporting on online performance through analytics to evaluate the user experience for online, marketing campaigns and brand.
- Responsible for developing an annual work plan in collaboration with internal stakeholders associated with online content.
- Responsible for video and photo editing for branded materials and marketing campaigns
- Responsible for creating print ready production files for printer.
- Collaborates in developing ideas for print solutions for branded print materials, event promotions and signage

- Manage relationship with vendors for all print projects while considering budget, cost effective print solutions and managing scheduling.

Qualifications:

- Education: University Degree or Diploma– business, marketing/communications and graphic design and online experience
- Experience: 5 years minimum in a graphic design, experience with website design and print/online media
- Ability to work with numerous stakeholders – donors, internal and external stakeholders, committee leads, volunteers, etc.
- Ability to understand strategy, contribute to it and execute operations.
- Strong ethics and moral compass.
- HTML experience is necessary
- Self-motivated and strong attention to detail.
- Strong organizational skills and ability to prioritize.
- Social media experience and strong computer experience.
- Strong communications skills, both verbal and written, public speaking and presentation skills
- Required computer skills: MAC computer, expert knowledge of Adobe Creative Suite, including Indesign, Illustrator and Photoshop.
- Ability to create design files for print, web, email and social media
- Ability to create design print publications and marketing materials
- Ability and knowledge for creating print production files.

Application information:

To formally apply, please put **Job Posting No: ACF-019-17 in the Subject line and attach** a resume and cover letter to the ACF email address acfonline@albertacancer.ca by **October 13, 2017**

**Alberta Cancer Foundation is an equal opportunity employer.
All successful candidates will be required to complete a Security Clearance and Vulnerable Sector Check.**