

JOB DESCRIPTION

POSITION:	GRAPHIC DESIGNER & MARKETING ASSISTANT		
DEPARTMENT:	Communications & Customer Services		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543266
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.12

DUTIES:

Reporting to the Senior Manager of Communications and Customer Service, this position will be responsible for the design and graphic production of the Activity Guide, with the goal of increasing public awareness and participation within the community centres, pools and arenas. Assists in the implementation of public relations program including research and writing media releases and public services notices as required. Responds to telephone and internet inquiries. Responsible for maintaining and updating the centralized registration and booking system (CLASS). Maintains excellent communication with recreation providers to ensure accurate, two-way communication. Designs brochures and flyers, writes and edits publicity material. Helps with Internet web pages – researches, designs and produces web pages, post news events and upcoming events to the web pages. Assists with special event forms, programs, tickets, invites, production and various duties as required. Communicates with advertisers, the general public and schedules communications. Participates and presents at marketing workshops and meetings as required with recreation managers. Responsible to remain up-to-date with software developments in desktop design and graphics. Communicates directly with printers as required. Organizes photos, slides, graphic files and publications for easy retrieval. Designs displays. Accepts deliveries. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus three (3) years of post-secondary education from a Community College or University in the area of Media, Communications or Journalism or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in a Media Relations, Journalism or Advertising field using computer applications related to desktop design such as InDesign or Quark Design;
- Must have the ability to travel to off-site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have expert knowledge of computer applications including: NData, Xdata, Word, Photoshop and Power Point;
- Must be capable of learning independently to maintain industry standards for publications;
- Must have excellent proofing and typing skills;
- Must have knowledge of public relations including research, writing and design skills;
- Excellent interpersonal communication skills and ability to communicate with difficult people will be considered an asset;
- The ability to work independently and problem solve in technical areas is considered an asset;
- Fluency in both official languages will be considered an asset;
- Knowledge of Quark Xpress, and Corel Draw or CLASS System will be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.