

**Job Title:** Graphic Designer, Marketing & Communications  
**Reports to:** Marketing & Communications Manager  
**Contract Length:** To be decided based on project brief

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**Contract Summary:** Reporting to the Marketing & Communications Manager, the Graphic Designer is responsible for the creation and maintenance of various promotional collateral

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## RESPONSIBILITIES

### Core duties of the contract include:

- Reporting to the Marketing & Communications Manager (and working collaboratively with other senior leadership), discuss the business objectives and produce exceptional creative collateral
- Thinking creatively, provide recommendations for exceptional communication through design
- Producing templates, as outlined the project brief, for ongoing initiatives and events
- Presenting finalised ideas and concepts to senior leadership
- Proofreading to produce accurate and high-quality work

### Skills & Experience:

- Excellent computer literacy skills, specifically with Adobe Creative Suite
- Exceptional creativity and innovation
- Accuracy and attention to detail
- An understanding of the latest trends and their role within a commercial environment
- Ability to communicate effectively, professionally, and compassionately with others
- Applicant must have strong interpersonal, administrative and time management skills
- Ability to work well with others, be self-motivated and maintain a high level of professionalism (i.e. punctuality, approachability and dress code)

## EDUCATION

- Post-secondary education in graphic design and/or communication design, or equivalent experience

## FORT CALGARY CORE COMPETENCIES

- 1. Vision / Thinking Corporately**  
Inspires a vision of success, communicating the vision and aligning strategic, operational and personal work plans and goals to achieve the vision.
- 2. Communication**  
Listens to others and communicates in a compelling and articulate manner, ensuring the message is clear, understood and consistent with Fort Calgary's objectives.
- 3. Teamwork**  
Through information sharing, works within and across organizational units to achieve common goals and positive results.
- 4. Ethics**  
Creates an environment that nurtures the principles and values of Fort Calgary.
- 5. Customer Service**  
Demonstrates excellence (quality, timeliness, completeness, knowledge/competence, courtesy, fairness, outcomes, etc.) to INTERNAL and/or EXTERNAL customers by focusing efforts on discovering and meeting their needs.
- 6. Leadership**  
Recognizes and demonstrates competencies in creating visions, goals, thinking corporately, teamwork and ethics.
- 7. Technical and Professional**  
Demonstrates appropriate mastery of current business and technical skills related to the position.

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Applications accepted until October 21, 2018.

Please submit a detailed resume, cover letter and a current portfolio (whether online or via PDF attachment) to the info below.

Please note: a creative brief will be submitted to selected candidates at a later time, and a formal proposal will be requested for further consideration. This is not expected at this time.

Human Resources Administrator  
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