

RESOURCES AND PUBLIC ENGAGEMENT DEPARTMENT

Position: Graphic Designer and Web Manager
Responsible to: Director, Resources and Public Engagement
Classification: D
Position status: Permanent
Location: Winnipeg

July 2017

Position Summary: A strong visual communicator, the graphic designer and web manager is responsible to manage and meet the website and graphic design needs of the organization, supporting the Foodgrains Bank's external and internal communications programs.

The graphic designer and web manager works closely with the communications Coordinator and Communications Assistant, and is a member of the Resources and Public Engagement Department. This position reports to the Director, Resources and Public Engagement.

This position is based in Winnipeg. Occasional domestic travel may be required.

Roles and Responsibilities:

- 1. Graphic Design** – Develop and design printed and online materials for staff, volunteers, churches, growing projects, and others to use.
 - 1.1 Design materials to support the communications and engagement functions of the department, including brochures, booklets, annual report, posters, PowerPoint presentations, fact sheets, handouts, infographics and other printed and electronic materials.
 - 1.2 Design materials and templates to support the communications goals of other departments and staff, as requested, including government reports, policy briefs, briefing packages, case studies, grant proposals, newsletters, job postings, fact sheets, PowerPoints, etc.
 - 1.3 Develop, administer and monitor Foodgrains Bank visual identity standards.
 - 1.4 Maintain the Foodgrains Bank's graphics standards.
- 2. Website** – Ensure the good functioning and ongoing development of the Foodgrains Bank's website.
 - 2.1 Working with external IT service providers as needed, be proactive in managing and maintaining the overall functionality of the website; ensure upgrades are completed in a timely manner; respond to service requests; liaise with and manage relationships with external IT service providers.
 - 2.2 Create new pages, sliders and other additions to the website, as requested.
 - 2.3 Analyze website use and provide quarterly reports.
 - 2.4 With other staff, ensure that website content is current and accurate.
 - 2.5 Explore and envision new ways to use and upgrade the website to further the Foodgrains Bank's mission and serve our various audiences.
- 3. Other**
 - 1.1. Provide support to the broader activities of the resources and public engagement team.
 - 1.2. Assist in preparing reports for the resource team, management team, and board.
 - 1.3. Other duties as assigned.

Qualifications:**Required:**

- Appropriate degree, certificate, designation in website development and graphic design, or related work experience; must be proficient in Adobe Creative Suite (Photoshop, Illustrator, and InDesign)
- Strong visual communication aptitude
- Creative, flexible, organized, detail-oriented, adaptable and able to juggle multiple tasks
- Self-motivated
- Strong written and oral communication skills
- Proficiency in design for print and online
- Good understanding of Internet media (websites, blogs, YouTube, podcasting, etc.)
- Familiar with content management systems (Wordpress and Drupal)
- Strong relationship building skills
- Must identify with and support the underlying mission and Christian dimension of the Foodgrains Bank.

Preferred:

- Experience or education in international development
- Familiarity with Canadian agriculture
- Familiar with use of a Mac computer