



Stouffville
Library

www.wsplibrary.ca

2 Park Drive, Stouffville, ON L4A 4K1

905-642-READ (7323)

Graphics Assistant- CUPE

(Job # 2025-104-IE)

Department:	Library
Status:	Part-Time, Permanent
Date Posted:	November 26, 2025
Date Closing:	December 03, 2025, 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	Up to 24 hours per week – this position requires the employee to occasionally work evenings and weekends.
Salary:	\$33.261 per hour
Flexible Working Arrangements:	No

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, flexible schedules, complementary gym membership and access to our employee discount program.

Join our Library Team as a Graphics Assistant and design and produce creative visuals for print and digital, support marketing campaigns, and ensure our brand stays accessible and engaging; if you're skilled in Adobe Creative Suite, detail-oriented, and passionate about design, this is your chance to make a meaningful impact in our community.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflects the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

Reporting to the Coordinator of Marketing and Communications, the Graphics Assistant supports the Library's marketing and engagement strategies by designing and producing promotional materials for print and digital platforms. This role collaborates on campaigns, creates graphics for social media and web, and ensures all materials meet branding standards and AODA accessibility requirements. By combining creativity with technical expertise, the Graphics Assistant helps deliver clear, compelling content that strengthens the Library's connection with the community.

Qualifications and Requirements:

- College or University degree in Graphic Design, or a related field, or equivalent combination of education and progressively responsible work experience.

- Minimum one (1) year of experience in graphic design field, including experience designing and creating print and digital promotional material.
- Strong proficiency in Microsoft Office, Adobe Creative Suite (including Photoshop, InDesign and Acrobat) and any other graphic-related software needed to carry out duties.
- Experience with the production of publications (guides, magazines, catalogues), developing production schedules and plans/critical paths and copy writing.
- Strong project management, research, organizational, problem-solving, auditing/analytical, and grammatical skills.
- Possess a keen eye for design and a very high level of quality control standards.
- Advanced written and verbal communication skills in English.
- Experience in a corporate environment with focus on graphic design, implementation and design for web, social media, and other digital platforms.
- Familiarity with emerging technology and a thorough knowledge of current trends and innovations in graphic design.

How to apply:

Please forward your resume in confidence by **December 03, 4:00pm**. identifying **Job # 2025-104-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted