

Graphic Designer (Job # 2025-078-IE)

Department:	Office of the CAO
Status:	Part Time, Temporary
Date Posted:	July 24, 2025
Date Closing:	August 12, 2025, 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	28 hours per week
Salary:	\$43.95 - \$49.44
Flexible Working Arrangements:	Yes
Vacancy Reason:	Temporary Replacement

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 its employees, by providing competitive compensation, OMERS Pension, employer funded benefits, paid vacation, sick time, EAP and flexible work arrangements, to help you prioritize what matters most.

Bring your creative vision to life in a role where your designs directly shape how the community sees and engages with local government. As a Graphic Designer, you'll collaborate on meaningful projects, work with cutting-edge tools, and contribute to impactful campaigns across print, digital, and social media, while growing your career in a supportive, forward-thinking environment.

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 reflect 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:

Under the guidance of the Corporate Communications Manager and Corporate Communications Supervisor, the Graphic Designer is responsible for the design, layout, production and coordination of guides, departmental brochures, Town's monthly magazine, flyers, posters, advertisements, displays/signage and all other print and digital promotional materials. They provide support to website and social media postings; conducts research; and prepares specifications to solicit bids from printing companies and external agencies. They execute creative service requests and all other related functions in support of department marketing and communication initiatives. They assist in the development and implementation of graphic-related plans and procedures; performs any needed staff training.

Qualifications and Requirements:

- Successful completion of a College or University Diploma in graphic design. Provisional and/or Registered Graphic Designer designation required.
- Minimum one (1) years' experience in the graphic design field, designing and creating promotional material, including producing camera-ready artwork for a wide range and scope of projects up to large-scale publications (guides, magazines, catalogues), working with printing companies and external agencies, developing production schedules and plans/critical paths, copy writing and conducting market research, preferably in a municipal environment.
- Experience at a federal, provincial, regional or municipal government organization and familiarity with municipal Councils and Board of Directors an asset.

- Strong project management, research, organizational, communications (oral and written), problem-solving, auditing/analytical and grammatical skills.
- Strong proficiency in Microsoft Office, Adobe Creative Suite (including minimum Photoshop, InDesign and Acrobat), Canva, and any other graphic-related software needed to carry out duties.
- Advanced written and verbal communication skills in English.
- Strong interpersonal and communication skills (oral, written and listening skills).
- Demonstrated experience in either an agency or corporate environment with a specific focus on graphic design, implementation and design for web, social media and other digital platforms.
- Knowledge in the use of social media tools such as X, Facebook, LinkedIn and Instagram to promote business objectives and an understanding of digital marketing principals as it relates to graphic design.
- Demonstrated knowledge and experience in digital accessibility guidelines and legislation (AODA, WACG 2.0, CASL technical standards) and current trends and best practices for graphic design as it relates to Town business.
- Ability to contribute to digital media strategies and identify where graphic design can have an impact in the organization.
- Working knowledge of municipal government, legislation, and regulations. Knowledge of communicating for governmental organizations.
- Possess a keen eye for design and a very high level of quality control standards.
- Uses judgement and time management to prioritize workload and respond quickly to changing priorities. Must adapt quickly to a changing environment, political climate and emerging issues as determined by supervisor(s).
- Applies judgement in troubleshooting issues related to graphic design to ensure that end users have positive experiences using programs and services. Assist staff members in various departments in the troubleshooting process.
- 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 **August 12, 2025, at 4:00 p.m.**, identifying **Job # 2025-078-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.