

GRAPHIC DESIGNER (permanent, full time)

The Ontario English Catholic Teachers' Association (OECTA), representing 45,000 teachers in Ontario's publicly funded Catholic schools, invites applications for the position of Graphic Designer in the Government Relations and Public Affairs department.

The position is responsible for creating visual concepts that effectively communicate ideas and enhance the Association's brand identity. This involves designing layouts, logos, and various visual assets for print and digital media.

The successful candidate prioritizes punctuality, has strong scheduling skills, efficient task planning, and completes their assignments in a timely manner. They have the initiative to work independently, as well as in a team environment. They anticipate the Association's needs and complete duties related to cyclical functions, planning in advance when required. Due to the demands of the position, they must have the ability to excel in a time sensitive environment, remaining focused and attentive while prioritizing multiple assignments, often with short deadlines, and willing to work overtime as the need arises.

We are looking for someone who can:

- Conceptualize and design logos, graphics, and themes for Association events, conferences, publications, e-newsletters, presentations, websites, and various Association resources as required.
- Create visual images and representations used in publications, presentations, signage, social media posts, advertisements, web posts, videos, and various resources.
- Manage the design and layout of all Association publications, including *Catholic Teacher* magazine, the *Handbook*, and *Pocket Planner* – in hard copy and/or digitally, as required.
- Provide support for the design and execution of the Association's public relations and political engagement campaigns (e.g., Know More), including the production of advertisements and social media graphics.
- Manage the project process, from initial concept, through design, to delivery of the final product – working closely with the lead department to ensure their needs are being met, while maintaining the Association's brand standards.
- Monitor usage of the Association's logo, branding guidelines, and other visual representations to ensure their proper and approved usage.
- Provide administrative back-up to the department, including work on formatting memos, reports, and presentations.
- Assist with shared reception pool duties.

The following skills/experience are needed:

- 3 to 4 years of experience in brand and graphic design.
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign) is required.
- Proficiency in Figma, Sketch, Canva, or similar design tools is an asset.
- A strong portfolio showcasing your design and publishing work.
- Experience creating a variety of traditional print and online media/resources.
- Ability to create accessible documents that meet AODA (*Accessibility for Ontarians with Disabilities Act*) standards using InDesign and Acrobat Pro.
- Expertise and up-to-date familiarity with Microsoft 365 Office Suite.
- Ability to proofread content for spelling and grammar, and to proactively make corrections and changes where necessary.

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GOVERNMENT RELATIONS AND PUBLIC AFFAIRS

- Excellent organizational, communication, interpersonal, and attention to detail skills.
- Experience working with tight deadlines and under pressure in a time sensitive environment.
- Experience with video editing (Final Cut Pro, Adobe Premiere) is considered an asset.

Desirable

- An understanding of a union environment.
- A general understanding of the Ontario education system, including its relationship to provincial politics.

Education

- Post secondary education in graphic design, digital media, or the equivalent combination of education and/or related experience.
- Registered Graphic Designer (RGD) accreditation would be considered an asset.

Salary

This is a unionized position under the COPE, Local 343 collective agreement. Starting salary begins at \$77,485 as of July 1, 2025 and increases with experience to a maximum of approximately \$84,000 after 18 months. In addition, staff are enrolled in the Ontario Municipal Employees' Retirement System (OMERS) defined benefits pension plan, and employer paid health, dental, and life insurance.

Schedule

- Start date is on or about July 7, 2025
- Regular work hours are defined as 9 am to 5 pm, Monday to Friday.
- This position is required to work occasional paid overtime in the mornings, evenings and weekends.

Work Location

In person, except when at offsite events and functions.

APPLICATION PROCESS

Interested parties should submit a cover letter and résumé confidentially to hr@catholicteachers.ca to the attention of Cindy Robidoux, Manager of Executive Administration and Human Resources.

The posting will remain active until filled.

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.

The Ontario English Catholic Teachers' Association is committed to employment equity and is actively seeking to ensure a representative workforce. Applicants with lived experience as an Indigenous person or a member of an equity-seeking group are encouraged to self-identify in their covering letter.

In accordance with the *Accessibility for Ontarians with Disabilities Act* (AODA) and all other applicable legislation, The Ontario English Catholic Teachers' Association is pleased to accommodate individual needs for applicants with disabilities within the recruitment process. Please let us know if you require an accommodation to ensure your equal participation in the recruitment and selection process.