

GRAPHIC DESIGN AND CONTENT CREATOR

The Town of Morinville is a growing community on the doorstep of Metro Edmonton. Developed on a foundation of rich heritage and culture spanning 100+ years, it offers an excellent quality of life with convenient access to all nearby big city amenities while retaining the characteristics of a vibrant and flourishing centre for the surrounding rural community.

The Town of Morinville is seeking a dynamic and experienced creative person who has a passion for graphic design. Working within the Communications Team, the Graphic Design and Content Creator will support the implementation of our communications and marketing campaigns focusing on print, social media, and website design.

Key objectives of this position include:

- Work collaboratively with the Communications Team to develop graphics that promote the Town of Morinville's strategic priorities, vision and mission;
- Translate marketing and communications strategies into effective content for digital & print media;
- Collaborate with internal Departments; provide design concepts & solutions;
- Proactively ensure brand standards are adhered to;
- Ensure content creation, production and execution timelines are met;
- Monitor progress of projects, including the tracking of all project files and archives, and provide continuous communication to the Senior Strategist, Communications & Marketing regarding on-going project and status updates;
- Serve as an in-house resource for managing the content and media files;
- Assist in monitoring and updating social media, website, and other digital platforms;
- Other relevant duties as required.

Requirements:

- A degree, diploma or certificate in Graphic Design, Communications, Public Relations or related discipline;
- One to two years' experience in a municipal or government communications setting would be considered an asset (equivalent combinations of education and experience may be considered);
- Extensive experience with Adobe Creative Suite is required as well as advanced proficiency in Microsoft Office applications including Word, PowerPoint and Excel;
- Ability to deliver excellent customer service at all levels of the organization and with external partners;
- Strong organizational, time management and project management skills with a demonstrated ability to work both independently and within a team environment;
- A satisfactory Criminal Record Check including Vulnerable Sector is a condition of employment;
- Class 5 Driver's License is required.

Compensation/Hours of Work:

Annual salary range of \$ 53,926-64,391 (7 Step Grid), based on a 35 hour work week. We offer a comprehensive benefits package including Pension, professional development opportunities and a supportive work environment.

Application Deadline: We are looking to fill this position immediately; however, this competition will remain open until a suitable candidate is found.

Submit resume and cover letter, along with samples of work, quoting "COMP #202106-GDCC" to:

Human Resources, Town of Morinville
10125-100 Avenue, Morinville, AB T8R 1L6
Email: hr@morinville.ca | Fax: 780-939-5633 | Web: www.morinville.ca

The Town of Morinville thanks all applicants for their interest; however, only those under consideration will be contacted.

