
Graphics Assistant

DEPARTMENT:	Library	STATUS:	Regular Part Time
NO. OF POSITIONS:	One	UNION:	CUPE387
HOURS OF WORK:	Tuesday, Wednesday, & Thursday, 8:30 am to 4:30 pm	SALARY:	\$31.95 – \$37.54 per hour (2024 rates) + comprehensive benefits package

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 85,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

We are seeking a creative, motivated and dynamic individual to support and enhance the library's communications and graphics workflow.

Located on the traditional, ancestral and unceded territory of the Halq'eméylem speaking peoples, the New Westminster Public Library (NWPL) is committed to providing accessible and responsive community services. NWPL aims to balance the needs of traditional library users with those seeking the tools and experiences of a modern, technologically relevant public space.

Currently reporting to the Chief Librarian, the Graphics Assistant works as part of a small, but effective communications team to help raise awareness of the library's programs and services through production and distribution of attractive, high-quality multimedia communications materials and assets. The work of this position will be varied and diverse, including use of Adobe InDesign, Illustrator and Photoshop.

The Graphics Assistant will apply established brand identity and style guidelines to produce an array of both written and graphic products for the library including posters, bookmarks, e-newsletters, signage, and digital displays. The successful candidate will also help with the regular publication and deployment of messaging through the library's website and social media channels as needed, while also working to help track distribution and impact of materials and campaign strategies through time.

Requirements:

- Completion of Grade 12; Graphic or Communications Design training and related experience, or an equivalent combination of training and experience.
- Thorough knowledge of the principles, practices and techniques involved in graphic and interactive design.
- Experience with social media, marketing and communication for an organization/corporation.
- Extensive knowledge and work experience using Adobe Creative Suite with an emphasis on InDesign, Illustrator and Photoshop.
- Ability to utilize analytics, monitor progress and apply new social trends.
- Experience in website maintenance and social media content production.
- Excellent communication skills including superior writing and editing skills.
- Ability to assist in the planning, development, coordination, implementation and evaluation of promotion, education and public relations initiatives, programs and events.
- Ability to establish and maintain effective working relationships with a wide variety of stakeholders.
- Experience in libraries, municipal government and/or non-profit organizations is an asset.

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by November 28, 2025.

Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans (a percentage in lieu of benefits for auxiliary positions), education and training opportunities and challenging and rewarding work.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.

We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.