

Clarington

We're looking for a Graphic Designer (Temporary up to 18 months) to join Clarington's Communications team!

Why Clarington?

Clarington is a community full of possibilities.

As one of the fastest-growing municipalities in Durham Region, Clarington is home to over 107,000 residents across four urban centres and 14 hamlets. With our population expected to double by 2051, Clarington offers a perfect blend of urban living and small-town charm. We're known for our thriving energy and agricultural sectors, vibrant historic downtowns, and exceptional quality of life.

Our team thrives in a collaborative environment that promotes work-life balance and meaningful community impact. We value accountability, integrity, and respect, and we are deeply committed to fostering equity, inclusion, and diversity in the workplace. Together, we're building a stronger Clarington — for today and for future generations.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

About the Role

Vacancy Status: This posting is for an existing vacancy.

Reporting to the Marketing and Engagement Supervisor, the Temporary Graphic Designer will be responsible for creating visually appealing print and digital materials to promote Clarington's programs, services, projects, and initiatives. As a vital member of the Communications team, the Temporary Graphic Designer will apply their creativity and communication skills to transform ideas into visually stunning realities, telling Clarington's story through design. The successful candidate will help reinforce the visual identity of Clarington's brand by designing publications, posters, advertisements, and web and social media graphics that adhere to Clarington's established brand guidelines. The Graphic Designer will also assist with occasional website updates and social media content development.

Key Responsibilities

- Designing all branded print and digital marketing and communications collateral, such as publications, signage, advertisements, reports, newsletters, infographics and more.
- Creating engaging graphics for Clarington's websites and social media channels.
- Designing promotional materials for Municipal special events, meetings and publications.
- Maintaining brand consistency across all publications while adhering to established brand guidelines.
- Ensuring all print and digital materials meet AODA accessibility standards.
- Assisting with website postings, updates and changes as approved and directed by the Marketing and Engagement Supervisor.

- Assisting with developing promotional strategies for promoting Municipal services, projects, and initiatives.
- Scheduling occasional content on Clarington's social media channels, including Facebook, Instagram, X, and LinkedIn.
- Collaborating with Communications team members to assist with implementing Communications and Engagement Plans.
- Liaising with various departments to establish timelines and get feedback on designs.
- Coordinating and organizing all materials for print productions, including weekly deadline-focused publications.
- Liaising with departments and external customers to facilitate print productions or coordinate materials for events.
- Providing occasional on-call or after-hours assistance to complete communications updates as assigned.
- Perform other duties as assigned, including those specific to the department.

What you bring

- A diploma from a post-secondary program in Graphic Design, Marketing or Advertising, or an equivalent combination of education and experience to the satisfaction of the Manager of Strategic Communications.
- Minimum of three years of relevant working experience.
- Demonstrated Proficiency using Adobe Creative Suite, including InDesign, Illustrator, Photoshop, and Adobe Acrobat Pro.
- Knowledge of AODA (Accessibility for Ontarians with Disabilities Act) requirements, including in-depth experience creating and converting accessible documents and PDFs.
- A customer service mindset with the ability to collaborate effectively and build relationships with staff across all departments.
- Strong written skills, including familiarity with the Canadian Press writing standards.
- Working knowledge of various social media platforms (Facebook, Instagram, YouTube, and LinkedIn) is considered an asset.
- Proficient in Microsoft Office 365 (Word, Excel, and PowerPoint).
- Web design knowledge or experience using a web content management system would be considered an asset.
- A creative mindset with a keen eye for design.
- Ability to multitask and deal with multiple demands and deadlines.
- Ability to work independently and as a member of a multi-disciplinary team.
- Strong attention to detail; ability to proofread provided content.
- Photography skills are considered an asset.
- Excellent written and verbal communication abilities.
- A commitment to exceptional customer service and professionalism.
- Must be legally entitled to work in Canada.

What we offer

- Salary: \$67,304 to \$83,937 - Code 9 of the 2026 Inside Collective Agreement.
- This position is currently eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.
- Hours of work: 35 hours per week

Additional Information

A satisfactory criminal record check and proof of qualifications will be required for the successful candidate.

Pre-employment testing may consist of written and oral assessments. To be considered successful, candidates must achieve a minimum score of 60% on each test. The highest score attained across the assessments will be used in the final award decision.

How to Apply

Applications will be accepted until **January 27, 2026, at 11:59pm**.

To learn more about employment with the Municipality of Clarington and to apply for this exciting and challenging opportunity, visit: www.clarington.net/careers.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

Our Commitment to Equity

The Municipality of Clarington is a progressive and inclusive employer committed to equity, diversity, and creating a respectful and barrier-free workplace.

Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. To request support or accessible formats, please contact the Human Resources Division at careers@clarington.net.

Privacy

Applicant information is collected under the authority of Section 11 of the *Municipal Act, 2001* for the purpose of evaluating the applicant. Questions about this collection can be directed to Human Resources at careers@clarington.net.