
Graphic Designer – Parks and Recreation (Graphics Artist)

DEPARTMENT:	Parks and Recreation	STATUS:	Full Time
NO. OF POSITIONS:	1	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$39.14 - \$46.07 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.

The City of New Westminster’s Parks and Recreation Department is seeking a creative, skilled, and detail-oriented Graphic Designer to provide creative and technical design services that support departmental communications, branding, and promotions.

Reporting to the Manager of Communications, you will be embedded within the Parks and Recreation team and will collaborate with staff across the department to conceptualize, design, and produce high-quality visual materials for both digital and print platforms.

Key Responsibilities

- Design and produce a range of materials using a variety of methods, to promote department programs and services, including the Active Living Guide, brochures, newsletters, posters, and digital assets.
- Design and prepare signage including wayfinding, construction, and informational signage.
- Design and prepare camera-ready artwork including photographs.
- Interpret design requests, clarify objectives, and develop creative concepts that align with City brand standards.
- Coordinate production with departments, printers, photographers, and vendors, ensuring quality, timelines, and budget expectations are attained.
- Develop and maintain standardized templates, design standards and guidelines for visual consistency.
- Create accessible documents and graphics following universal design and accessibility best practices.
- Assist with website, intranet, and social media updates as required.
- Performs other related duties as may be assigned.

Qualifications and Skills

- Diploma in graphic design, multimedia design, or related discipline, plus sound related experience; or an equivalent combination of training and experience.
- Considerable knowledge of design principles, layout, and desktop publishing techniques, including accessibility and universal design standards for print, digital, and web.
- Considerable knowledge of both digital and print design, including social media and web graphics.
- Ability to develop production and printing schedules and to monitor adherence to the same.
- Advanced proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign, Acrobat, Premiere Pro) and related software.
- Sound knowledge of Microsoft Office and SharePoint.
- Knowledge of printing processes and corporate communication standards.
- Excellent organizational skills and the ability to manage multiple projects and deadlines independently.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Excellent communication and listening skills, including the ability to work collaboratively and bring people and ideas together, to conceptualize and create effective visual options for review.
- Ability to tactfully navigate sometimes challenging conversations, and accept and deliver feedback in a positive and collaborative manner
- Sound experience updating websites and working with content management systems.
- Experience with social media platforms (Facebook, Instagram, LinkedIn, YouTube) and scheduling software is considered an asset.
- Experience with video editing software is an asset.

Samples of work will be requested during the interview process.

Please apply with your cover letter and resume in one document at www.newwestcity.ca/employment by **December 5, 2025**.

We offer our employees great work-life balance, including competitive salaries, comprehensive health and wellness benefits and retirement plans (a percentage in lieu of benefits for auxiliary positions). We also offer a hybrid remote work schedule in accordance with our Remote Work Policy, opportunities for education and training, and engaging, 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 unsurrendered 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.*