

## Graphic Production Artist

**Can work remotely – must be accessible to the National Office in North York**

Are you interested in joining our team in this exciting and re-energized adventure providing people with access to God's Word? The Canadian Bible Society (CBS) is looking for a dedicated Graphic Production Artist who will be working collaboratively as part of the Marketing and Communications team primarily responsible for the editing and creation of graphic, photo and video assets for print - including books, book covers, catalogues, pamphlets, brochures, fundraising materials - and digital under the leadership of the Graphic Design Lead.

### Key responsibilities:

- Create graphic, photo and product files for print and for digital properties, including CBS websites, ecommerce platforms, social media, email marketing and ISSUU.
- Produce, utilizing ready-to-use templates (with some creative freedom):
  - Print booklets, books, book covers, pamphlets, brochures, catalogues, fundraising materials
  - Website graphics
  - Email graphics
  - Presentation slides
  - Social Media graphics
  - Product photos and graphics
- Create and edit videos: including but not limited to cutting, combining, adjusting brightness, colour correcting.
- Create and retouch photos and edit graphics: including but not limited to applying filters, adjusting brightness, colour correcting, and/or changing colours to ensure adherence to CBS brand standards.
- Source images, graphics and videos for use on CBS brochures, pamphlets, fundraising materials, websites, email campaigns, social media, posters, flyers etc.

**Requirements:**

- Graphic design diploma or equivalent work experience.
- Experience working with non-profit sector desired.
- 2 - 3 years of graphic production work experience.
- Proficient at designing for and/or within:
  - Canva
  - Adobe Suite (Photoshop, InDesign, Illustrator, Premium Pro, After Effects etc.)
  - Content Management Systems such as WordPress
  - Social Media: Instagram, YouTube, Facebook, Twitter (x)
  - Email Marketing Platforms such as MailChimp, HubSpot
  - eCommerce Platforms such as Shopify
  - Microsoft Office, especially PowerPoint
  
- Ability to work with and design English and French print and digital assets.
- Commitment to working with and in cross-functional teams.
- Highly coachable, active listener and life-long learner.
- Collaborative and flexible team player.
- Well-organized, and detail and action oriented.
- Strong verbal and written communications skills.
- Ability to work on multiple projects at a time.
- Ability to work remotely.
- Live within commuting distance to the North York Office.

**What does the Canadian Bible Society Do?**

We are an interdenominational organization partnering with individuals, churches, and religious organizations who similarly believe that God's Word changes hearts and lives. Whether in support of Canada's latest incoming refugees or those affected by human trafficking in partnering countries, we continue to proudly contribute to the spiritual development of the people we reach, both in Canada and overseas. As we celebrate 110 years of ministry in Canada and abroad, the Canadian Bible Society (CBS), is uniquely poised to fulfill its mission to translate, publish, distribute, and encourage engagement with the Christian Scriptures.

**To Apply:**

Join our growing team at this exciting time! Please forward your CV along with a cover letter detailing your interest in this position and the Canadian Bible Society, to [humanresources@biblesociety.ca](mailto:humanresources@biblesociety.ca) by **October 31<sup>st</sup> 2023**.

*Qualified candidates must be able to demonstrate a commitment to the core values and mission of the CBS. All offers of employment will be conditional upon the successful completion of reference checks, credit check and Police background check.*