

TITLE:

GRAPHIC DESIGNER



FULL TIME

Date Posted: May 2, 2018

REPORTS TO

Director of Operations

WHO WE ARE

Cardus is a non-partisan, faith-based think tank and registered charity dedicated to promoting a flourishing society through independent research, robust public dialogue, and thought-provoking commentary. Such flourishing can only happen if we truly understand how we work justly, how we live peaceably in our communities, how we learn well in our schools, how our families thrive, and how our laws support foundational freedoms.

Like all research organizations, Cardus operates within a philosophical framework. We are rooted in 2,000 years of Christian social thought, which we seek to apply to our modern social context.

We use independent research to support evidence-based policy and social analysis, facilitate robust public dialogue, and to produce thought-provoking commentary. As a non-partisan think tank and registered charity, Cardus welcomes public and institutional engagement with our work—agree or disagree.

WHO WE ARE LOOKING FOR

Cardus is looking for a creative, experienced, and entrepreneurial graphic designer to work full-time in our Hamilton, Ontario office.

Our graphic designer will create beautiful and accessible materials for Cardus research publications, periodicals, presentations, event paraphernalia, web and social media graphics, fundraising assets, and more.

- Full-time, permanent
- Located in our Hamilton, ON head office
- Salary commensurate with experience
- Target start date of May 2018

DUTIES

Working under the Director of Operations, the successful candidate will provide design and creativity to many projects and areas throughout the organization. Duties include:

Events

- Design invitations and promotional materials.
- Design and produce materials used at events including programs, donation cards, nametags, etc.
- Design digital assets including PowerPoint presentations.

Publications

- Cardus publishes two in-house publications, *Comment* and *Convivium*. We currently contract out the design of the quarterly print issues of *Comment*. Both magazines have significant online presence requiring regular, creative expression.
- Create promotional materials for both publications.
- Provide creative design and layout for annual report for donors and supporters.

Research and Program Support

- Design research papers and reports, tables and charts, infographics.
- Create promotional assets for new research.
- Refine and create research report templates.

Web

- Develop graphics for Cardus, *Comment*, *Convivium*, Halo Project, and Faith in Canada 150 websites.

Fundraising

- Work with Cardus executives to design and produce project proposals and reports.

The successful candidate will also perform occasional administrative and office support tasks as needed.

SKILLS & APTITUDES

- Advanced and demonstrable competency in Adobe Creative Suites is crucial (InDesign, Illustrator, Photoshop specifically).
- A cornerstone of Cardus's brand is warm, hospitable illustration. Candidates' proven skill and creativity in illustration will be considered a strong asset.
- Ability to translate academic language into documents and graphics that are accessible and welcoming.
- Ability to work within the Cardus brand and a series of sub-brands.
- Attention to detail that shows in the careful production of materials, working with in-house tools and outsourced vendors for physical production (printing, trimming, etc.).
- Focus and reliability will mark the successful candidate.
- Basic WordPress aptitude an asset.
- Considerable self-direction and personal motivation to work within tight timelines and on multiple projects on any given day.

QUALIFICATIONS

- Bachelor's degree in a related field required
- Two years' relevant experience required

APPLY

Dan Postma Director of Operations
dpostma@cardus.ca (905)528-8866 x28

All applicants must submit cover letter with résumé. In cover letter, explain why your vocational passions would align the mission and purpose of Cardus.

Position posted until filled. Interviews start week of May 14, 2018.