**Job title**: Coordinator of Graphic Design

**Reports to**: Director of Communications & Marketing

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**Position Overview**

The Coordinator of Graphic Design is responsible for creating all content for the uOSBC’s communications (e.g., newsletter, website, social media, events promotion etc.). Working closely with the department of communications and marketing to ensure the club is well represented through the club’s communications.

**Duties and responsibilities**

- Attend weekly/monthly meetings for both Communications and Marketing and General Meetings
- Design creative content using photo-editing applications
- Producing graphic creatives for all departments (e.g., mentorship program)
- Design graphics for club events
- Ensure the uOSBC’s mission, vision, and values are aligned with the content posting

**Qualifications**

- Must be enrolled as a University of Ottawa student
- Bilingualism is considered an asset
- Experience with Photoshop is considered an asset
- Website editing experience is considered an asset

**Skills**

- Strong communication skills
- Strong organizational and time management skills
- Experience with social media management considered an asset