



CUMMINGS JEWISH CENTRE FOR SENIORS JOB POSTING

JOB TITLE: Graphic Designer
DEPARTMENT: Communications and Marketing
DIRECT SUPERVISOR: Manager, Marketing, Communications and Membership
SCHEDULE: Full-time – 35 hours/week

SUMMARY

The Cummings Centre is seeking a creative, organized, and motivated individual to join the Communications and Marketing Department and support the development and execution of the agency's marketing and promotional materials. Reporting to the Manager, Communications & Marketing and Membership, the successful candidate will work collaboratively with the Communications and Marketing team, as well as departments across the agency, to create engaging and effective materials that support the Centre's programs, services, and initiatives.

Marketing and promotional materials will include a wide range of print and digital assets, including signage, posters, website graphics, flyers, billboards, print advertisements, digital advertisements, and other promotional materials.

DUTIES AND RESPONSIBILITIES

- Edit photos, including colour and tone adjustments, cut-outs, retouching, and blending.
- Design marketing and promotional materials using established templates and original designs.
- Apply brand guidelines to ensure consistency across all materials.
- Source and select stock imagery that effectively supports program-specific objectives.
- Maintain organized and accurate files across network drives and project management tools.
- Collaborate across departments to manage requests, revisions, and feedback.
- Prepare and export draft and final artwork in appropriate formats and specifications for print and digital use.
- Develop and edit videos for social media

EDUCATION, EXPERIENCE AND SKILLS

- Diploma or degree in Graphic Design
- Minimum 5 years of relevant graphic design experience.
- Proficiency in Adobe InDesign, Illustrator, and Photoshop, social media reel making software (Instagram, YouTube, etc.).
- Experience with both print and digital publishing.
- Strong photography and photo-editing skills, including working with stock and original photography.
- Ability to work independently as well as part of a collaborative team
- Can manage multiple projects and meet tight deadlines.

We thank all candidates for their interest; only those considered for the position will be contacted for an interview.

We welcome diversity in our workplace and encourage people from minority and racialized groups to apply.

Interested candidates may submit their resume to hr@cummingscentre.org