

Job Title	Graphic Designer (1-year contract)
Reports to	Manager, Marketing and Communications
Location	Canadian Science Publishing 1840 Woodward Drive, Suite 1 Ottawa, Ontario K2C 0P7
Contract	~June 22, 2020 – July 23, 2021
Posting Period	April 6 - May 29, 2020

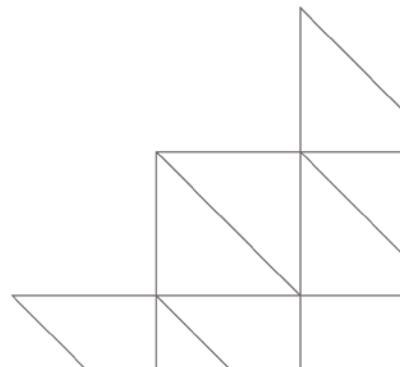
Canadian Science Publishing (CSP) is Canada's independent, not-for-profit leader in mobilizing science-based knowledge, making it easy to discover, use and share. With over 50 highly skilled experts and an editorial team comprising some of the world's leading researchers. CSP currently owns and publishes 24 diverse international journals with distribution in more than 125 countries and provides publishing services to an additional 15 titles.

The CSP journals cover a broad range of scientific disciplines, with more than 2000 manuscripts published each year. All journals are available online and are accessible to subscribers before print publication at www.cdnsiencepub.com. We proudly participate in international programs such as Research4Life, INASP and TEEAL, which provide developing countries free access to our material.

As a not-for-profit, independent publisher, Canadian Science Publishing is proud to support a number of community initiatives, including awards, conference sponsorship, society partnership, and more. Visit www.cdnsiencepub.com to learn more.

We offer an attractive compensation and benefit program with the opportunity to work a flexible schedule. Our head office location near Highway 417 and Maitland Avenue offers free parking and is accessible by OC Transpo.

Canadian Science Publishing welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.





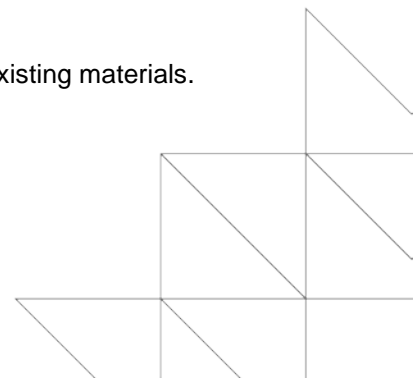
General Responsibilities

Reporting to the Manager, Marketing & Communications, the Graphics Designer oversees CSP and journal visual standards. The Graphics Designer identifies strategies, develops and implements all designed products for both online and print materials. The Graphic Designer supports the overall company and works closely with the Marketing & Communications, Sales, and Operations teams. This position has no reports.

Specific Duties

Responsibilities include but are not limited to the following:

1. Works alongside the Marketing & Communications, Sales and Operations teams to create visual designs consistent with our corporate, journal brands and visual standards. Updates existing branded templates and materials as needed.
2. Designs collateral for website, online newsletters, print and digital advertising, social media and various print materials.
3. Creates internal and external presentations for Senior Management, CSP's Executive Director, and journal Editors as needed.
4. Designs and develops materials required by Editorial Boards to promote the journals (handouts, business cards, banners, PowerPoint presentations, etc.).
5. Designs emails and templates for MailChimp and HubSpot (and other tools as necessary) and reviews templates to ensure best practices and implementations.
6. Works alongside the Communications Specialist to research and select images for journal covers. Works alongside Operations to layout and coordinate and print publication of new covers.
7. Manages post-production on all imagery and performs retouching.
8. Works with the Marketing Coordinator to gather vendor quotes and coordinate print production and file prep for print vendors.
9. Works with the Marketing Manager, Sales Managers and Journal Development Specialist to strategize exhibit and booth displays.
10. Researches, identifies, and creates audience-targeted materials (e.g., swag) and key print collateral (e.g., banners).
11. Maintains and develops graphic guidelines and brand templates for new and existing materials.
12. Supports other projects as needed,





Qualifications and Educational Requirements

Requirements

1. 3+ years in Graphic Design
2. Post-secondary education in Graphic Design.
3. Experience on Mac platform
4. Extensive knowledge in the adobe Creative Suite, notably InDesign, Photoshop and Illustrator.
5. Experience in corporate design and brand identity.
6. Advanced experience using marketing tools, notably Mailchimp and HubSpot.
7. Knowledge and experience in HTML and CSS.

Skills

1. Keen knowledge of print and digital design, typography and colour theory principles.
2. Ability to communicate effectively and confidently to all levels of the organization and participate effectively in a collaborative team environment.
3. Self-motivated creative and strategic thinker with exceptional attention to detail.
4. Ability to work independently and multitask within a diverse work schedule and prioritize work to meet deadlines.

Contact

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