



SUMMER GRAPHIC DESIGN & COMMUNICATIONS ASSISTANT

Term: **May 30, 2022—August 19, 2022**

Rate of Pay: **\$17/hour** Hours: **35 hours/week**

Location: **Remote from Calgary, AB with some in-person meetings**

WHO WE ARE

Well, we're happy you asked.

We are Cole's Ag Communications, and you won't find an approach like ours anywhere else.

We are a "Made in Canada" company, run by a team of professionals with expertise in all corners of the communications sphere. From our headquarters in Calgary, we offer communication services in all the mediums available today, from media and digital media marketing to video and branding strategy to good old-fashioned writing and print messaging.

What sets us apart from other agencies? First, we are all about service. Our team members don't just complete tasks — we take the time to understand the needs and strategy of every client so that we produce quality work every time.

Second, our people. We love the work we do and the agriculture industry, first and foremost. Our collective motivation is to create and deliver for our clients and to do work we are all proud of.

Learn more at colesag.com

JOB SUMMARY

This position will involve two main roles: graphic design and communications.

Graphic design

This will be the greater focus of the role, as you will spend about 70% of your time working with our Creative Director on design projects. More specifically, we would need you to:

- Create high-quality marketing and social media materials, managing these projects through from concept to final production
- Design production-ready creative/artwork; ensure that all material is provided in the correct format for publication (i.e. managing file preparation and output, prepress and proofing)
- Provide quality control over concepts and projects to ensure brand consistency for all of our clients
- Be excited to learn more about InDesign, Illustrator and Photoshop
- Be willing to increase your knowledge of Microsoft Office (mostly Word and Powerpoint)
- Work closely with the Creative Director to ensure all project goals are met in a timely manner

Communications

This will be the secondary focus of this role (about 30% of your time). We are looking for someone who can:

- Help create creative and engaging visual and textual social media content for clients, including unique content for platforms such as Instagram, Facebook, and Twitter
- Post social media content according to the schedule
- Be willing to always learn new and developing digital marketing and social media trends and technology
- Support our communications team as needed



Qualifications

- Some post-secondary education in design
- Experience in a fast-paced work environment
- Experience using InDesign, Illustrator and photoshop

Government Stipulations

This job is partially funded by the Canada Summer Jobs program and as such has certain criteria the applicant must meet:

- is between 15 and 30 years of age (inclusive) at the start of employment;
- is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and
- is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

**International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.*

The Government of Canada has outlined national priorities for hiring this summer. If you would like to, you may self-identify in your application.

- Black and other racialized youth
- Youth with disabilities
- Indigenous youth

Due to the remote nature of the work, candidates must have access to a computer/laptop. Access to a coworking space if desired is an option.

If this sounds like an exciting summer opportunity, **please send your cover letter, a design sample, and resume to info@colesag.com**. In your cover letter let us know one recent accomplishment that you are really proud of.

Deadline to apply is May 18, 2022. Interviews will take place online May 24 - 26. The chosen candidate will start on May 30, 2022.