

**Position:** Graphic Designer  
**Reports To:** Manager, Communications  
**Contract Type:** Regular, Full time

*The Chartered Professional Accountants of British Columbia (CPABC) is seeking a creative, results-driven, self-motivated individual with expert knowledge of the Adobe Creative Suite and experience designing for print and digital communications for the Graphic Designer role. Come be part of an innovative, fast-paced communications team at one of BC's largest professional membership organizations.*

### **Job Summary:**

The Graphic Designer is responsible for managing all of CPABC's branding activities; including the creation, layout and production of publications and collateral, maintaining the SharePoint asset database, ensuring quality control and consistency for all communications across CPABC departments, and providing other team members with graphic design support as needed. Major projects will include: the *CPABC in Focus* magazine, the *BC Check-Up*, the *Regional Check-Up*, the *Annual Report* and the *Regulatory Report to the Public* (amongst others).

### **Key Responsibilities:**

#### **Graphic Design & Production (80%)**

- Develop and present design concepts for various media and visual communications (digital & print) in collaboration with External Affairs and Communications (EAC) managers;
- Ensure consistent application of CPA branding guidelines for all communications;
- Oversee the production of communication materials from concept to design stage to final product;
- Work with the Managing Editor on the design and layout of six issues of *CPABC in Focus* magazine;
- Work with the Public Affairs Manager on publications and communications, such as the *BC Check-Up* and *Regional Check-Up* reports, the Tax Tips campaign, and the *Business Outlook Survey*;
- Work with the Manager, Communications and the Public Affairs Manager on digital assets (graphics for web, email and social media, video, infographics, and ads) for project campaigns;
- Research imagery for EAC projects and other CPABC departments and make recommendations based on communication plans or strategic direction set by department or campaign (project);
- Work with EAC managers and other CPABC departments to ensure quality control and consistency of visual communications across CPABC websites, digital marketing campaigns, publications, and collateral;
- Work with internal and external CPABC suppliers, including other graphic designers and agencies, on visual communication materials.

#### **Other Projects & Responsibilities (20%)**

- Serve as the SharePoint lead for the organization of all CPA digital and print assets, including graphics, photography, and collateral for EAC and other CPABC departments;
- Manage purchase order system for ads, collateral, presentations, digital assets (graphics), videos, and other projects;
- Serve as the primary contact for branding questions (internal & external requests);
- Help co-ordinate professional photography and videography services for CPABC, as needed;
- Other duties and responsibilities as assigned from time to time.



### **Job Requirements:**

- Bachelor's Degree in Graphic Design or Visual Communications, or equivalent;
- Five (5) plus years' of progressive experience as a Graphic Designer or similar role required;
- Advanced Adobe Creative Suite skills a must;
- Solid project management experience, with the ability to manage all aspects of a design project – from concept stage to final product – and juggle multiple projects simultaneously;
- Previous experience with online publishing, print production and coordinating/collaborating with other graphic designers and agencies;
- Experience with branding, marketing communications, and packaging;
- Ability to translate numbers into strong visuals (infographics) for presentations or publications;
- Ability to work collaboratively as a key member of a team and independently with minimum supervision;
- Commitment to maintaining knowledge of best practices and trends in design and digital marketing;
- Strong critical thinking skills and attention to detail;
- Proven ability to prioritize competing requirements and deadlines under pressure.

### **Preferred Experience:**

- Photography and videography skills would be a strong preferred.

If this job outline describes you, please submit your cover letter with salary expectations and résumé with a link to your online portfolio to [HRCPABC@bccpa.ca](mailto:HRCPABC@bccpa.ca). Please note: applications without a cover letter will not be considered. This position will remain open until filled.

We thank in advance all candidates who respond; however, only those selected for interviews will be contacted.

**Why join our team?** CPABC offers an entrepreneurial environment with a competitive compensation package. At CPABC we live our core values:

- *We Are Open*
- *We Work Together*
- *We Communicate*
- *We Improve Every Day*
- *We Are Professional*
- *We Laugh and Celebrate*

### **About CPABC**

*The Chartered Professional Accountants of British Columbia (CPABC) is the training, governing, and regulatory body for over 36,000 CPA members and 5,500 CPA students and candidates. CPABC carries out its primary mission to protect the public by enforcing the highest professional and ethical standards and contributing to the advancement of public policy. CPAs are recognized internationally for bringing superior financial expertise, strategic thinking, business insight, and leadership to organizations.*