



## Children's Aid Foundation of Canada Position Description

<b>Position Title</b>	Graphic Designer, Big Steps to Success	<b>Type</b>	Temporary, Contract (Fee-for-service)
<b>Department</b>	Grants & Programs	<b>Salary</b>	<b>\$2,000 Total</b> (Approx. 80 hour contract)
<b>Reports to</b>	Officer, Grants & Programs	<b>Updated</b>	June 2022

### About Children's Aid Foundation of Canada

Children's Aid Foundation of Canada is our country's leading charity dedicated to improving the lives of children and youth growing up in the child welfare system. We raise and grant funds, and deliver a wide range of high-impact programs and services in partnership with 104 child- and youth-serving agencies across the country. Last year, we supported over 46,500 children and youth and 12,300 families. Stand Up for Kids is our national public movement uniting caring Canadians in changing the futures of our nation's most vulnerable kids – those who have experienced abuse and neglect. We know that by helping these young people to overcome their trauma and break the cycle for future generations, they gain the strength and resilience to create a lifetime of their own unstoppable successes. Learn more at [cafdn.org](http://cafdn.org).

The Foundation is a dynamic and growing organization committed to the long term growth and stability of funding for child welfare programs across the country. Our staff members are a highly committed team of professionals who are dedicated to delivering excellence and maximizing the social value of donations and volunteer contributions to child welfare in Canada

### About Big Steps to Success

Big Steps to Success is a mentorship program specifically designed for children and youth living in government care who are between the ages of 7 and 14. This initiative will establish partnerships between child welfare organizations and Big Brothers Big Sisters agencies to offer customized mentoring for these young people. The objective of the program is to help young people living in government care improve educational outcomes and benefit from a caring adult relationship. Each mentee-mentor pair will participate in the program for a period of three to five years, with a minimum commitment of one year.

### Purpose of the Position

Working under the direction of the Officer, Grants & Programs, the Graphic Designer (GD), Big Steps to Success will help to create a national brand for the program by developing a set of public facing marketing assets (i.e. logos, promotional materials - flyers/posters, presentation/powerpoint templates, website elements, etc.). The GD will present multiple options for review and work closely with program staff and stakeholders to collect and incorporate feedback before final approval. Guidance and coaching will be provided by the Foundations in-house Graphic Designer.

### Responsibilities

- Meet with program staff and stakeholders to determine requirements and vision for design elements, potential for multiple strategy meetings
- Design marketing assets including but not limited to program logos, letterheads, promotional materials, presentation template and website elements
- Create and present multiple versions/options to the team for review and incorporate feedback accordingly
- Review final versions to ensure there are no errors and provide finalized materials in multiple formats

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### Competencies and Skills

- Strong time management skills and ability to meet tight deadlines
- Ability to work on multiple project items and concepts at once
- Attention to detail and ability to incorporate creative feedback from multiple parties
- Patience with review and approval process and open to making multiple adjustments to items
- Creative and technical skills needed to work with popular graphic design programs (i.e. Adobe Suite)
- Flexible and able to pivot project priorities quickly
- Ability to work independently

### Qualifications

- Relevant combination of education and experience
- Experience with graphic and logo design and branding
- Experience working with a non-profit organization an asset
- Current students welcome to apply
- Lived experience in child welfare an asset\*

### Work Requirements:

- This is a virtual opportunity.
- Regular business hours: 9:00 am to 5:00 pm (ET). While graphic design work can be done on an independent schedule all meetings and presentations will occur during business hours.
- If selected, must provide own computer/tech equipment and software needed to complete project
- This is a fee for service contract. Project work should be complete by the end of August 2022 at the latest

### Equal Opportunity Statement:

CAFC provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We welcome and strongly encourage applications from equity seeking groups, including members of communities that are overrepresented in the child welfare system. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We acknowledge that the Foundation's main office is located in Toronto, which is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee, and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis. The area now known as Toronto is covered by Treaty 13. Children's Aid Foundation of Canada is committed to supporting meaningful reconciliation between Indigenous peoples and others in these lands and across Canada.

### To Apply:

To Apply Please forward a cover letter along with a few portfolio samples, detailing how your qualifications match this opportunity, to [rbiglow@cafdn.org](mailto:rbiglow@cafdn.org) and include "Graphic Designer, Big Steps to Success 2022" in the subject line of your email by June 30, 2022.

*\*Those who are currently eligible for Children's Aid Foundation of Canada funding and programs will no longer be eligible to apply for these supports during the term of the contract should they accept this position.*