



LivingWorks is seeking a **Junior Graphic Designer**

About LivingWorks

For nearly four decades, we've wondered: how can we make the world a better place? At LivingWorks, that comes in the form of saving lives from suicide. We make it possible with innovative, evidence-based training that can empower anyone to recognize someone's distress and take action to keep them safe. Everyone has a role to play, and we have training programs for a diversity of helping roles.

We've grown a lot since 1983. From a small start-up to a global company, we're honored to be training communities and organizations around the world. Military units, teachers, corporations, volunteers, faith communities, mental health professionals, and countless others rely on our training to save lives every day.

LivingWorks is a mission-driven, for-profit company. This means:

- We exist for our mission: to make communities everywhere safer from suicide.
- Everything we do, and how we do it, must contribute to our mission.
- Profit is an 'outcome' of what we do, not the 'why' of what we do.
- Profit ensures the sustainability of our organization to serve our mission.

Position Purpose

LivingWorks' Innovation Department serves the LivingWorks Mission with a mandate to provide subject matter expertise and drive impact through knowledge acquisition, knowledge transfer and knowledge application. Innovation makes sure that leading knowledge is embedded in our programs and communicated throughout the organization.

The Jr Graphic Designer is an integral part of Innovation, supporting corporate graphic standards and maintaining tools and templates that support internal and external stakeholders. This position optimizes LivingWorks' capability to deliver high quality professional products and programs which meet the needs of learners, current customers, and new markets, thereby maximizing our position as an industry leader.

The successful Jr Graphic Designer will have a caring and empathetic nature suitable to working as a team member, serving internal and external customers, and supporting activities related to Suicide Prevention. The candidate best suited to this role:

- Has sound written and oral communication skills;
- Is willing and able to meet qualitative and quantitative objectives in a timely manner;
- Is able to work independently and to know when supervisor guidance is needed;



- Has strong organizational skills and attention to detail;
- Is a quick learner and is self-motivated to achieve high standards;
- Seeks and accepts feedback;
- Has the ability to work effectively in a fluid, change-oriented environment; and
- Is flexible to meet deadlines, respond to emerging issues, and occasionally work extended hours.

Position Description

Reporting to the EVP of Innovation, the Jr Graphic Designer will:

- Assist the Senior Graphic Designer's creation, updating and implementation of LivingWorks Brand Standards and Formatting/Style Guidelines for written and visual communications.
- Create graphics for use across all medias, platforms, programs, and departments. This can include:
 - Sourcing images
 - Visualizing data
- Maintain Product ID system.
- Create, layout, and paginate print materials.
- Create and review print proofs for vendors.
- Support LivingWorks Program updates.
- Support LivingWorks Product/Program translations/adaptations.
- Assist with copy editing.
- Facilitate LMS (Learning Management System) branding, banner and graphic/resource creation, following established processes.
- Perform other duties to be assigned.

Qualifications and Experience

EDUCATION:

- Degree or Diploma in Graphic Design or related field; Certification in Graphic Design/Desktop Publishing; related experience

EXPERIENCE:

- Demonstrated proficiency with Adobe InDesign, Illustrator, Photoshop;
- Working knowledge of Microsoft Office Suite, particularly PowerPoint and Word;
- Proficient knowledge and skills of design principles, colour theory, typography, layout and pagination for print and web;



- Demonstrated ability to problem solve and a talent for creativity;
- Demonstrated ability in time management and multitasking skills;
- Demonstrated ability to collaborate with team members and work independently; and
- Basic video editing and photography skills would be considered an asset but not required.

How to Apply:

Sound like a fit? We'd love to hear from you. In addition to working toward a life-saving mission, LivingWorks offers a competitive compensation package. The workplace for this role is the LivingWorks office in Calgary, Alberta.

Please provide your resume and cover letter detailing your qualifications to:

hr@livingworks.net