



**September 4, 2020**

## **Job Description: Graphics Design and Community Management Support**

Ottawa-based Bronson Centre and the Bronson RISE (Real Inclusion for Seniors Everywhere) project are looking for part-time help with our social media creative and other social media support.

- Part-time, approx 9-12 hours per week starting now until March 31, 2021
- Designer with social media experience
- Really good at creating branded, distinctive graphics and text
- Can help create campaigns with help from writer/creative director
- Can take creative feedback and direction
- Good knowledge of social media (FB, IG, Tw) conventions and best practices, as they relate to both creative and community management (posting protocols, etc.)
- Understanding of analytics a good extra
- Resourceful, in terms of using supplied imagery, free or reasonable stock, and can create or source imagery that is consistent
- Basic video creation and editing skills a good extra
- Ideally is familiar with the non-profit and community environment
- Report to (and collaborate with) head of Digital Strategy
- Efficient and experienced enough to create a minimum of three executions/week
- Work closely with a project team and volunteers to translate messages into graphics and text

This opportunity is ideal for people 55+ interested in changing ageism or students interested in intergenerational opportunities and looking to add to their portfolio and gain more experience.

**Send a letter of interest and a sample of your work to:  
Jim Diorio at [jimdiorio@hotmail.com](mailto:jimdiorio@hotmail.com)**