



Join the team!

Calgary Humane Society is a dynamic, non-profit organization whose purpose is to create a more humane world. As an organization, we act with **Compassion**. We work hard to build **Trust**. And we thrive through **Collaboration**. We take pride in fostering an open, inclusive, creative, and supportive environment.

If your beliefs and values align with ours, we welcome you to apply for any open positions we have on our team.

Calgary Humane Society is an equal opportunity organization. We welcome diversity and appreciate the value of the broad range of perspectives we see from different backgrounds and experiences.

Position Title:

Graphic Designer – Full Time

Full time | Monday to Friday | 37.5 hours per week

The Graphic Designer at Calgary Humane Society is a key role within the organization's Communications team. Reporting to the Manager of Communications, the Graphic Designer is responsible for creating and managing compelling digital and printed content to engage and inform the public about the mission, programs, and initiatives of Calgary Humane Society. This role requires a strong passion for animal welfare, excellent graphic design skills, and strong proficiency in design. It also requires a collaborative mindset, as the Graphic Designer will be working closely with all departments on various projects.

Duties:

- Collaborate with the Manager of Communications and other team members to create designs that increase public awareness, entertain, and inspire CHS' target audience while promoting all aspects of operations.
- Develop engaging and visually appealing printed materials for various areas of the shelter for both internal and external use.
- Work with printing vendors to review proofs and track printing progress on all printed materials.
- Develop and produce unique, on brand, and eye-catching artwork for campaigns and events.
- Create collateral for digital channels including social media and the CHS website.
- Support the Communications team in photography, videography, and media appearances.
- Must be comfortable on camera for social media, live television, and more as needed.



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Position Requirements:

- Post-secondary education in Graphic Design and/or equivalent experience.
- Proficiency in graphic design software including, but not limited to, Adobe Photoshop, InDesign, and Illustrator.
- Collaborative mindset
- Strong videography and photography skills are a definite asset.
- Comfortable being on camera, including social media, live on-air, and pre-taped interviews.
- Passion for animal welfare and a deep understanding of Calgary Humane Society's mission and values.
- Experience in nonprofits, specifically in animal welfare, is considered an asset.
- Ability to work independently, meet deadlines, and manage multiple projects simultaneously.
- Strong interpersonal skills and the ability to collaborate effectively with cross-functional teams.
- Comfortable with, and physically capable of handling and interacting with different animal species, including but not limited to dogs, cats, rabbits, rodents, birds, and reptiles.
- Flexibility to work outside of regular business hours to support programs and events as assigned.
- Must have at least 3 years driving experience with a Class 5 Graduated Driver's License and/or Class 5 Driver's License with a 5-year clean driver's abstract.
- The successful candidate will be required to provide a criminal record check at their own expense to be arranged by CHS.

Annual Salary:

- Salary commensurate with experience and education.

Benefits:

- 100% employer paid health and dental benefits for employees and their dependents.
- Wellness Spending Account, Vision coverage and matching RSP.
- Paid vacation, sick time, wellness days, and paid day off on your birthday.
- Professional development opportunities.
- Discounts on CHS products and services, including adoption fees.
- Access to Employee and Family Assistance Program.
- Access to reduced rate counseling services.



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Closing date: Posting will remain open until a suitable candidate is found

Please submit your cover letter and resume, indicating the job title in the subject line, to careers@calgaryhumane.ca

We thank all applicants for their interest however only those selected for an interview will be contacted. No phone calls please.