



Fort Edmonton Foundation
Graphic Designer - Summer Student

Application Deadline: May 3, 2024

Job Type: Temporary, Full-Time (30 hours per week)

Duration: 9 weeks

Wage: \$20/hr

Start date: Flexible

Eligibility Requirements:

- Must be between the ages of 15 & 30.
- Must be a Canadian citizen, a permanent resident, or protected persons under the Canadian Immigration and Refugee Protection Act who is legally entitled to work in Canada.

The Fort Edmonton Foundation is a charity in Edmonton that raises funds, with community support, to bring capital projects and other initiatives to Fort Edmonton Park.

We are seeking an ambitious, organized, and enthusiastic summer student to support the marketing and community activities of our Foundation. Our office is located in Fort Edmonton Park and we are getting ready for an exciting summer season at Edmonton's living history museum in our beautiful river valley. This opportunity also includes an ability to work remotely as well as in the park.

Reporting to the Executive Director, the Graphic Designer– Summer Student will support the Foundation's goal to continue building the marketing and communications plan for the Foundation.

Tasks and Responsibilities:

- Skillful creative with high attention to detail and organization to meet deadlines
- Manage tasks and priorities within event and fundraising deadlines
- Contribute to the Fort Edmonton Foundations visual and branding strategy for internal and external creative content through a variety of channels
- Develop uniquely branded materials for various channels such as digital and print brochures, social media content, visual design requests and photography post-processing based on the Foundation's visual identity
- Assist with telling the Foundation's history through research and development of stories. This can be done with archives and marketing to create unique, visual, story banks
- Proficient knowledge of InDesign, Photoshop and Illustrator with focus on layout and typography
- Participate in events, community outreach and engagement
- Other duties as required

For further information about the Fort Edmonton Foundation, please visit www.supportfortedmonton.com

Please send your resume and cover letter to info@supportfortedmonton.com by May 3, 2024. In your cover letter, please indicate when you would be available to begin the position.