

GRAPHIC DESIGNER / COMMUNICATIONS ASSISTANT

If you're looking for a challenge and a chance to grow your career alongside the best and brightest in the industry, you'll find it at Harper Grey. We are seeking a well-rounded, creative individual with both graphic design and social media expertise to join our Marketing team. This is a full-time 12-month contract position from July 2021 to July 2022 with the possibility of a further contract extension.

RESPONSIBILITIES

- Providing graphic design and ad hoc design services as they relate to the development, production and layout of engaging print and electronic collateral materials including advertisements, brochures, newsletters, infographics, invitations, sponsorship ads, webpages, and department and practice group specific materials.
- Creating, scheduling and posting relevant engaging content, optimized for SEO, on social media (with editorial assistance from the Marketing Team).
- Editing and preparing video and photographic content for use on social media platforms, firm blog, collateral materials, marketing and advertising.
- Managing projects requiring original designs with minimal art direction and supervision.
- Managing firm social media channels, including LinkedIn, Facebook, and other relevant platforms to ensure a coordinated, unified message and presence across tactics and practice groups.
- Ensuring all digital content is on-brand, consistent in terms of style, quality and tone of voice, and optimized for search and user experience for all channels.
- Website, microsite and intranet maintenance including developing new and updating existing content and imagery.
- Partnering with the MBD Coordinator in the planning and execution of firm events and seminars, organization of client gifts, CRM maintenance and general administrative duties such as letters, memos, invoice payment and maintaining up-to-date records and files of activities.

QUALITIES + EXPERTISE

- Relevant experience in all aspects of the role as described above.
- Excellent resourcefulness, self-initiative, time management, and organization skills, with the ability to manage multiple and competing work priorities.
- A strong orientation to delivering a superior standard of service.
- Solid decision-making abilities.
- Proven problem-solving skills with the ability to visualize and deliver creative solutions.
- Meticulous attention to detail.
- Proven ability to thrive in a fast-paced deadline-driven environment.
- Excellent interpersonal and creative collaboration skills.
- A polished and professional image and demeanor.
- Proactive yet diplomatic follow up skills.
- Availability for flexible hours (in relation to preparing for and attending events, as necessary).

SKILLS

- Ability to provide a strong portfolio of representative work and knowledge required.
- Strong sense of design and aesthetics combined with a creative flair, versatility, and conceptual/visual ability.
- Project management skills (managing multiple projects and competing deadlines).

- Photography and videography experience.
- Advanced skills in Adobe Creative Suite including InDesign, Photoshop and Illustrator.
- Additional skills using Adobe Premiere and/or After Effects.
- Demonstrable competency in updating and maintaining multiple social media platforms such as LinkedIn, Facebook, Twitter, Instagram, YouTube, etc.
- Strong computer proficiency with good typing, formatting, proofreading and experience with Microsoft Office Suite of products (Outlook, Excel, Word, PowerPoint).
- Experience working with Wordpress and Wordpress CMS.
- Ability to quickly learn new applications. Skilled in creating, editing, and promoting dynamic original written and visual content for social media channels.
- Knowledge of Google platforms such as Search Console and Analytics and some HTML knowledge considered an asset.
- Analytical skills to monitor the performance of marketing campaigns, identify trends, and make recommendations.
- Superior written and verbal communication skills in English, with experience in editing, research and proofreading.
- Enthusiasm about expanding your skill set and staying up-to-date with industry standards and trends, leading software and technologies.

WHAT WE OFFER

Our people are the heart of our firm – we say it often and with good reason. It is only through our people’s skills, ambition, dedication and hard work that we can deliver the excellent level of client service our reputation is built upon. While our expectations are high – so are our rewards. Our generous competitive compensation package is just one component of our total rewards package.

Compensation + Benefits

- Competitive salary with annual reviews
- Paid or banked overtime

Work Perks

- Firm social events
- Casual day every Friday

WHO WE ARE + HOW WE WORK

We are a dynamic and diverse group of highly skilled people working together to deliver excellent service to our clients. When you join our firm, you join a culture of excellence, collaboration, camaraderie and respect. We’re a great place to grow your career.

Our core values focus on developing a diverse, inclusive and respectful workplace that encourages and supports differences and promotes innovative perspectives. We are committed to maintaining and expanding the diversity of our firm’s lawyers and staff and creating an inclusive environment in which everyone can flourish.

APPLY

This is an excellent opportunity to join a dynamic firm that values innovation, initiative and resourcefulness. Are you a motivated and creative team player? Do you think the fast-paced hands-on role we have described would be a perfect fit for your skillset?

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If so, we cannot wait to meet you and invite you to submit your resume by email to Andrea Kotzo.

Andrea Kotzo
Human Resources Manager
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