



KITCHENUHMAYKOOSIB INNINUWUG DIBENJIKWIN ONAAKONIKWIN ᑭᑖᕐᑎᑖᑦ ᑖᑖᑦᑎᑖᑦ ᑎᑎᑖᑦᑎᑖᑦ ᑖᑖᑦᑎᑖᑦ

In addition to design duties, the Graphic Designer will assist with multimedia production, archiving, and inventory management. Candidates with an artist or artistic background, and experience in photography and Adobe Illustrator are preferred.

Serving Kitchenuhmaykoosib Inninuwug (KI), this is a full-time position reporting to the KIDO Ayamowin (Communications) Manager, with occasional travel between KIDO office locations in KI, Sioux Lookout, and Thunder Bay.

KEY RESPONSIBILITIES

- Design all KIDO print and electronic materials, including posters, brochures, newsletters, booklets, PowerPoint presentations, reports, banners, graphic novels, calendars, and training materials.
- Produce printed materials in-house when appropriate. Liaise with commercial printers for the production and delivery of print materials when necessary, coordinating logistics with the Marketing Coordinator.
- Design content for the KIDO website, social media, and multimedia platforms.
- Collaborate with the Marketing Coordinator to support special projects, events, and promotional activities.
- Collaborate with the Marketing Coordinator, Anishiniimowin-English Translator (Written), and occasionally external contractors to ensure brand and graphic alignment across all materials and platforms. Ensure all design work adheres to the KIDO Brand Standards Guide, maintaining consistency across all materials.
- Manage the digital archiving of design work, and related logos, templates, documents, forms, photos, and other digital assets in a KIDO Ayamowin (Communications) electronic filing system.
- Maintain an inventory catalogue of Ayamowin Department equipment and software, tracking replacement and renewal dates for hardware and subscriptions.
- Post content to KIDO social media channels and monitor social media for relevant commentary or engagement.
- Assist in multimedia production, including video, photography, audio, and text, to support Ayamowin initiatives.
- Travel as needed to assist with meetings and events, and to coordinate with external contractors and printers.



KITCHENUHMAYKOOSIB INNINUWUG DIBENJIKEWIN ONAAKONIKEWIN

ᑭᑭᑭᑭᑭᑭᑭᑭ ᑭᑭᑭᑭᑭᑭᑭᑭ ᑭᑭᑭᑭᑭᑭᑭᑭ ᑭᑭᑭᑭᑭᑭᑭᑭᑭ

QUALIFICATIONS

- A post-secondary degree or diploma in Graphic Design, Multimedia Design, Digital Media, Visual Communications, or a related field.
- Certified Graphic Designer or equivalent certification is preferred.
- Additional certifications or courses in Graphic Design Software (Adobe Creative Suite), Web Design, and/or Digital Marketing are considered assets.
- Minimum of two years experience in graphic design or digital media production, with a portfolio demonstrating a variety of design work across both print and digital media. A similar level of experience using Adobe Illustrator, Photoshop, and InDesign is preferred.
- Experience designing content for websites, social media, and multimedia platforms, ensuring alignment with branding and promotional strategies.
- Candidates with an artistic background and experience in photography will be preferred. Ideally, the experience in photography will include editing and producing high-quality images for promotional and educational materials.
- Experience working with commercial printers and managing the production and delivery of printed materials.
- Familiarity with social media management tools for scheduling and monitoring content.
- Basic knowledge of video and audio editing to support multimedia production is an asset.
- Understanding of KI's distinct history, culture, traditions, and values, and of contemporary life in the community. Ability to integrate this understanding in design work.
- Commitment to the KIDO vision, mission, and principles.
- Strong file management skills, including the ability to archive and maintain an organized digital library of assets and projects.
- Experience using Microsoft Office or Google Workspace for project management, communication, and collaboration.
- A valid Ontario driver's licence is required.
- A Criminal Record Check, with a Vulnerable Sector Check, is required.

HEALTH & SAFETY

All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all potential hazards, and all incidents and injuries, as well as co-operating with any measures introduced in the workplace to improve health and safety.

