



Associate, Design

The **Associate, Design** is responsible for the creation of the Out West Conference's design and promotional assets. Their efforts directly help to grow our existing brand and raise awareness within the LGBTQ+ community to ensure the conference's overall success.

Reports to

- Vice President, Out West Conference

Core Responsibilities

- Collaborate with and support the team in the creation of various print and digital assets
- Develop logos, icons, and graphics to help promote the conference
- Participate in team meetings, workshops, and brainstorming sessions to help shape our branding strategy
- Work within our brand guidelines to create visual assets that evoke our brand style and identity
- Provide expertise to the team on design best practices to help us achieve better branding and marketing outcomes

Commitment

- 3-5 hours per week on average; minimum 1 year of commitment overall
- Mandatory attendance at quarterly management meetings
- Mandatory attendance at Start Proud events and initiatives throughout the year
- Attendance at cross-functional events and team meetings

Ideal Candidate

- Bachelor's or Associate Degree in Graphic Design, Visual Arts, or similar
- Advanced proficiency in design software, such as Adobe Creative Suite's InDesign, Photoshop, and Illustrator
- Exceptional ability to collaborate on visual design projects and integrate feedback
- Have previous experience volunteering; managing multiple commitments (school and/or work) in your life is not something new to you
- Passionate toward the LGBTQ+ community; can provide insight on the challenges and opportunities that the community is facing collectively as one
- Highly motivated individual can work efficiently with minimum supervision; not afraid of speak of your own mind, entrepreneurship spirit preferred

Additional Information

- A portfolio that demonstrates your visual design skills is a plus
- Prior experience with Wordpress a plus

Benefits

- An opportunity to give back to the LGBTQ+ community
- Experience working at an established national non-profit
- Ongoing professional development and training opportunities
- Potential for letters of recommendation and references
- Opportunity to work and network with various industry leaders

About Start Proud

Start Proud makes the student communities we serve as a clear focus of what we do. We produce initiatives that provide career and professional development support to lesbian, gay, bisexual, transgender, queer, and other sexual minority (LGBTQ+) students in Canada while building a national network of like-minded professionals to promote a workplace culture that is more diverse and inclusive.

Valuing Diversity & Inclusion

At Start Proud, we are committed to fostering an inclusive, accessible environment, where all of our volunteers feel valued, respected, and supported. We are dedicated to building a workforce that reflects the diversity of our communities in which we live and serve. We encourage everyone to apply, including people from underrepresented groups who self-identify as transgender, non-binary, Indigenous, persons of colour, and persons with disabilities etc.

TO APPLY

Email a cover letter and resume as attachments to human.resources@startproud.org with the position title in the subject line.