

## Graphic Design Assistant

Reports To: Marketing and Communications Manager

Job Type: Part time

Start Date: January 4, 2022

Duration: 6 months

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Role Description: As a team member with RUNVAN®, the Graphic Designer assists with a variety of projects including print, video and web design. This part-time position is a great opportunity to build your portfolio and contribute to a wide-range of marketing material.

Inspiring active, healthy lifestyles, the non-profit Vancouver International Marathon Society RUNVAN® annually organizes the First Half, BMO Vancouver Marathon, Granville Island Turkey Trot and Great Trek. All creative is designed and produced in-house. Learn more at [runvan.org](http://runvan.org).

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### Core Responsibilities:

#### Brand Management (10%)

- Adheres to brand standards, including graphics, language, tone and personality
- Creates branded communications and marketing tools
- Work with suppliers and sponsors to ensure brand standards are understood and upheld

#### Print Advertising (30%)

- Creates print and outdoor advertisements
- Produces signage, sponsorship and expo sales materials
- Creates merchandise, maps, posters and other print creative as required

#### Online Advertising (30%)

- Creates e-newsletters, banner ads and social media imagery
- Creates webpages and microsites
- Codes on the website's back-end

#### Video (30%)

- Contributes to storyboard creations for new video content
- Cuts video packages and promotions
- May film and photograph content

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VANCOUVER  
INTERNATIONAL  
MARATHON  
SOCIETY

1288 Vernon Drive  
Vancouver BC  
Canada V6A 4C9

604 872 2928  
[runvan.org](http://runvan.org)

Education and Work Experience:

- Post-secondary studies in Graphic Design and/or Web Development
- At least 1 year relevant experience
- An online portfolio is required

Knowledge, Skills and Abilities:

- Outstanding creativity and technical skills
- Proficiency with Creative Cloud including Illustrator, Photoshop and Premiere Pro
- Proficiency with HTML and CSS
- Knowledge of brand management
- Strong attention to detail
- Excellent oral and written communication skills
- Enthusiastic, well organized and a self-starter
- Ability to work effectively with other team members and function independently
- Ability to adapt in a changing environment and cope in a demanding environment
- Runner, or would-be runner

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We thank you for your interest in the Vancouver International Marathon Society RUNVAN®.

Please email your Resumé, Cover Letter and Portfolio to [marketing@runvan.org](mailto:marketing@runvan.org).

Only candidates selected for an interview will be contacted.

