

JOB DESCRIPTION

GRAPHIC DESIGN SPECIALIST

Classification: Communications Officer 15 (under review)

Position Number: 00143084

Supervisor title: Executive Director, Strategic Communications and Knowledge Mobilization

WHO WE ARE

The Representative for Children and Youth (RCY), an independent and non-partisan officer of the B.C. Legislature, works to influence positive change to B.C.'s child-, youth- and young adult-serving systems. Working under the authority of the [Representative for Children and Youth Act](#) and [Regulations](#), the Representative's Office provides advocacy support to people dealing with the service system and advocates directly on behalf of children, youth and young adults, monitors and reviews government services for children and youth and reviews and sometimes investigates deaths and critical injuries of children and youth who are receiving services.

We aspire to a legacy where children, youth, young adults and families served by the child and family serving systems receive **timely, appropriate and compassionate support and services** that they need, when they need it. We dream of a Province where all children and families thrive and where experiences of **stigma, shame, judgment and racism** have been eliminated.

RCY is committed to being a more culturally aware and agile organization, integrating Indigenous ways of knowing and being into our daily practice, and ensuring that our work highlights concerns and bright spots. We are committed to relationship, respect, reciprocity, relevance, responsibility and repair. We are guided by the principles of cultural safety, anti racism, we are a highly connected organization known for upholding rights and being respectful, responsive, responsible, reciprocal and a good ally. As Nations and communities work towards resumption of jurisdiction, RCY is appreciated for what we do and how we do it; we seek direction from and accompany those on their journey in a supportive way.

Reporting to the Executive Director, Strategic Communications and Knowledge Mobilization, the Graphic Officer is responsible for digital design and produces a broad range of graphic art products, including online, print, presentation and report materials. This position also maintains the RCY website and RCY photography and image banks.

ROLE ACCOUNTABILITIES

- Consults with staff to determine their graphic communication needs and audiences.
- Provides advice and creative counsel on design options within budgetary limitations.
- Produces design layouts for a range of RCY internal and external products including public reports, presentations, website design and layout, social media assets and internal resources including staff intranet and newsletter
- Ensures quality control on all in-house design projects – digital and printed.

- Ensures that designs and computer files meet government and industry standards.
- Monitors the technical content of the work of consultants contracted to undertake projects to ensure compatibility of documents.
- Establishes and maintains image banks.
- Keeps current on graphic art and website design trends.
- Maintains a content management system by posting new and updated content to the web site.
- Assists in the design of web pages, ensuring they conform to RCY and government Internet layout and content guidelines and standards.
- Reviews web content for accuracy and currency, ensuring that outdated material is removed or updated.
- Ensures all website links, both internal and external, work properly and updates them as required.

QUALIFICATIONS

Education

- Diploma in graphic arts or equivalent field and 6 months of related experience; OR
- Certificate or course work in graphic arts or equivalent field and 1 year of related experience; OR
- An equivalent combination of education and experience may be considered.

Experience

- Experience designing and laying out public-facing reports
- Experience designing, developing, and maintaining public-sector websites
- Experience designing for a young demographic (up to age 27)
- Experience dealing with sensitive and confidential information

Knowledge, Skills & Abilities

- Working knowledge of accessibility standards and best practices across various platforms such as print, digital, and/or web
- Working knowledge of WordPress, SharePoint, and Adobe Design Suite
- Ability to work collaboratively with colleagues
- Ability to work independently
- Ability to work under pressure and meet tight deadlines
- Strong attention to detail
- Strong organizational and planning skills
- Excellent interpersonal skills

Please review the job posting on [RCY's careers page](#) for details regarding preferences and other specific requirements for this position.

COMPETENCIES

RCY Competencies

Cultural Agility is the ability to work respectfully, knowledgeably and effectively with Indigenous people and people of all cultures. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all.

Self-Discovery and Awareness means understanding one's thoughts, feelings, values and background and how they impact the success of the interaction and relationship, or how they may influence one's work. It is recognizing one's own biases by tracing them to their origins, through reflection and by noticing one's own behaviour – and then intentionally seeking a way forward that positively impacts the interaction and relationship.

Building a trust-based relationship requires a fundamental understanding that "relationship" is the foundation from which all activities happen and that building a good relationship takes time and commitment. It is a willingness to build a personal relationship in addition to a professional one, participating in open exchanges of experiences and culture. It requires a genuine, non-controlling approach and relies upon demonstrated integrity and transparency.

Position Specific Competencies:

Service orientation implies a desire to identify and serve customers/clients, who may include the public, coworkers, other branches/divisions, other ministries/agencies, other government organizations and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

Planning, organizing and coordinating involves proactively planning, establishing priorities and allocating resources. It's expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

Flexibility is the ability and willingness to adapt to and work effectively within a variety of diverse situations and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.

Commitment to continuous learning involves a commitment to think about the ongoing and evolving needs of the organization and to learn how new and different solutions can be utilized to ensure success and move the organization forward.

For more information on competencies:

[Competencies for Interviews & Hiring - Province of British Columbia](#)

[Indigenous Relations Behavioural Competencies - Province of British Columbia](#)