

IWOO is hiring for the summer! **Web and Graphic Designer and Social Media Lead**

About the Iranian Women's Organization of Ontario:

IWOO is a non-profit, charitable organization which believes through the empowerment of women and the most vulnerable we are able to build better communities and positively contribute to the overall health of our society. Since 1989, we have developed and delivered programs and services that have provided meaningful engagement, dialogue and supports for seniors, newcomers, LGBTQ+, youth and many others. IWOO continues to build capacity as we serve more in our community. We are guided by Human Rights Code of Ontario and abide by strict anti-oppression and anti-harassment policy.

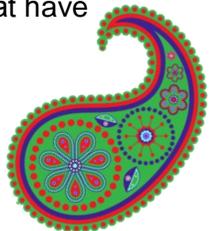
Who we are looking for:

- The eligible candidate must be between the age of 15 and 30 years old.
- Must be legally permitted to work in Canada as a Canadian citizen, permanent resident, or a person on whom refugee protection has been conferred under the immigration Refugee Protection Act.
- The eligible candidate will work for 8 weeks, for 35 hours per week.
- The wage is \$14.00 per hour.

The candidate will report into the Office Manager and head of the Public Relations Committee. They will be a well-rounded and versatile web and graphic designer, proficient on developing online content and knowledgeable on utilizing various social media platforms and tools to promote the work of IWOO.

Duties include but not limited to:

- Directly responsible for the upkeep and creation of content and maintenance of IWOO's website
- Responsible for content development, posts and upkeep of IWOO's social media accounts on Twitter, Instagram, Facebook, Telegram and creating accounts on other appropriate platforms for the promotion of IWOO's work
- Can comfortably use and has experience with WordPress, Adobe and Illustrator to develop graphic content for IWOO's flyers, advertisement, social media posts, email marketing design and content, and/or logo design
- Helps team develop ideas for new web and graphic connect
- Develops an inventory of content and customized IWOO graphics for significant/symbolic days of the year i.e. Nowrouz, International Women's Day, and any other days in the year that have significance to the organization
- This requires creating an inventory/calendar of significant days relevant to IWOO



- Creates promotional content for IWOO's annual gala based on themes and direction provided by the Board of Directors and the Chair of the Events Committee

Requirements:

- Relevant degree and/or experience in graphic and web design
- Ability to work effectively and collaboratively in a team environment and with staff, board of directors and volunteers
- Excellent customer service skills, including both verbal and written interpersonal communication skills
- Exceptionally self-motivated, self-directed and carries a can-do, positive attitude
- Deadline oriented with strong attention to detail
- Fluency in both English and Farsi is required

Please send your resume and a cover letter and two references to Info@iwontario.com by **no later than** May 26, 2019. Please state "Applying for Summer Job: Web and Graphic Designer and Social Media Lead" in the subject line of the email. Kindly provide your full address and date of birth in the body of the email.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

