

Graphic Design & Communications Assistant

Job Description

Location: Metro Vancouver, BC | Unceded x̣ʷməθkʷəỵəm (Musqueam), Sḳẉx̣ẉú7mesh (Squamish), and sə̣lilwətaʔ (Tsleil-Waututh) territories

Are you a young person with killer graphic design skills and a passion for impactful communications? Are you looking to join a passionate team shaping how youth are engaged in our cities?

Join the CityHive team as our Communications Assistant! We are looking for a communications and social media savvy individual to lead our presence on social media channels and grow our reach to youth, all in alignment with our Strategic Plan. This is a great part-time position for a student or contractor interested in engaging, dynamic, and fun work!

About the Role:

- **Location:** Hybrid, Metro Vancouver
 - Primary office: Work from home
 - In person: team meetings and events
- **Term:**
 - 10 months (until December 2025), with potential for renewal
 - 15 hours a week
- **Compensation:** \$27.05/hour
- **Ideal Start Date:** March 3, 2025

About CityHive:

CityHive is a Metro Vancouver-based non-profit organization on a mission to transform the way that young people are engaged in shaping their cities: in city planning, decision-making processes and urban sustainability issues. As a youth-led and youth-run non-profit, we harness the energy, experiences, and perspectives of youth to create projects and solutions to make our cities more sustainable, just and resilient. We work with civic institutions to make their youth engagement more meaningful and inclusive.

Our programming areas include:

- 1) Building and creating experiential, knowledge-to-action **civic education** programs for youth (13-40 years old), in partnership with municipalities.
- 2) Planning, convening and facilitating **innovation & mentorship labs** for youth to collaborate with municipal leaders on addressing urban and sustainability issues.
- 3) **Youth engagement consulting and implementation**, including fee-for-service work for municipal governments and other organizations or institutions looking to design or carry out youth engagement.

In the 8+ years since our inception, CityHive has run hundreds of youth-centred programs and projects that have shifted youth engagement practices and offered opportunities for youth to become more civically engaged. CityHive partners with many organizations and institutions across Metro Vancouver to make our programming meaningful. Our work centres around building youth's capacity, connections and skills to tackle complex, systemic challenges from climate change to housing to civic engagement to the energy transition.

Context & Position Description:

The Graphic Design & Communications Assistant will be joining us at a pivotal moment of transition as we embark on delivering a new Strategic Plan that prioritizes responsive and educational communication about key urban issues. Reporting to the Operations Manager and the Executive Director, this position will be responsible for designing and delivering communications materials across all social media platforms, as well as compiling regular e-newsletters and making website updates, as needed. This role will collaborate across our team to ensure timely, relevant, and brand-aligned communications. While this role is our sole communications position at this time, there is potential for the team to grow, pending funding, in the coming months.

Key Responsibilities:

Graphic Design:

- Creates and designs external communications materials using Canva – primarily social media posts, but also including brochures, flyers, posters, and presentations, as required.
- Creates engaging digital assets for use in email campaigns, website, and social media platforms.
- Ensures all design work follows the organization's brand guidelines and visual identity.
- Collaborates with staff to design visuals for both internal and external communications.
- Provides graphic design advice, support, and templates to other departments, as required.

Communication Support:

- Compiles, edits, proofreads, and occasionally writes content for newsletters, blog posts, and website.
- Writes copy and content for social media posts and updates.
- Ensures consistent messaging and tone that reflects the organization's tone and mission.
- Makes regular updates, as needed, to our website, ensuring it remains up-to-date and relevant.
- Attend events and program sessions, as available, to provide live communications support

Social Media Management:

- Coordinates the creation, scheduling, and posting of content across various social media platforms (Facebook, Instagram, LinkedIn, etc.).
- Monitors social media engagement, track performance metrics, and suggest strategies to increase reach and engagement.
- Assists in developing social media campaigns that promote key programs, events, and initiatives, in collaboration with other team members.
 - Including, but not limited to: educational and informational graphics about urban issues, alumni features, youth engagement stories, and program highlights.
- Liaises with partners to share opportunities and materials

Project Coordination:

- Helps manage communication projects from start to finish, ensuring deadlines are met and tasks are prioritized.
- Serves as the primary point of contact for communications-related inquiries.
- Coordinates with other staff members to gather information and create materials that reflect ongoing work and initiatives.

Administrative and Organizational Support:

- Maintains an organized digital archive of design files, communication materials, and other assets (Canva, Google Drive)
- Assists in coordinating any internal or external events, including content creation, logistics, and promotion.
- Provides administrative support for meetings, presentations, and organizational campaigns.

Qualifications:

(If you have similar experiences, but do not meet these requirements exactly, we encourage you to apply and elaborate in your cover letter.)

- Strong personal alignment with our values, mission and vision
- Excellent verbal and written communication skills; can independently create social media posts, blogs aligned with the organizational brand
- Demonstrated experience in graphic design and knowledge of graphic design principles and best practices.
- Proficiency with Canva or similar design software.
- Basic understanding of Hootsuite, all major social media platforms and strategies for engagement.
- Ability to work independently, manage multiple projects, and prioritize tasks in a fast-paced environment.
- Attention to detail and an eye for quality and consistency.
- Understanding of justice, equity, diversity, decolonization and inclusion (JEDDI) principles

- Experience working with a varied audiences in diverse cultural contexts, with youth, community members, government
- Understanding of media relations and digital media strategies, is an asset
- Experience with video editing software (e.g., Adobe Premiere Pro, Final Cut Pro), is an asset
- Familiarity with website content management (Squarespace), is an asset
- Experience in photography or videography, is an asset
- Experience working with a youth/young adult target audience, is an asset
- Background and/or interest in civic engagement, city planning, or urban issues is an asset

This role may receive funding with the following eligibility requirements. If you do not meet these requirements you are still eligible to apply, just be sure to indicate that on your application. We are committed to hiring the right candidate regardless of eligibility for this funding.

- Be ages 18-30 at the start of the contract;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment**; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

CityHive is committed to supporting the development of our staff team and will support you in learning on the job. We look forward to reading your application!

What we stand for:

CityHive is committed to creating a just, equitable, diverse, and inclusive workplace. We value the leadership of people who have been historically and systemically marginalized and strongly encourage racialized, Indigenous, persons with disabilities and LGBTQA12+ candidates to apply for the role.

Our organizational guiding principles are:

1. **Youth-centred engagement:** We build meaningful relationships with youth, understand and support the needs of youth, and centre youth in the leadership of our organization and in all programming.
2. **Collaboration:** We are informed by past and ongoing work in our broader community, and we actively seek out opportunities to support and work with other organizations and individuals to strengthen our impact.
3. **Centre underrepresented and systematically excluded voices:** We recognize how systemic racism, colonialism, ableism and other oppressive systems exclude many people from civic engagement on the basis of their identities. We commit to challenging



the status quo and creating opportunities for youth that have been most systematically excluded in all of the work that we do.

Work environment:

CityHive is just ~8 years young. As such, we are highly invested in each team member and creating opportunities for personal and professional growth. We are accustomed to learning as we go, being flexible and open, and having fun while doing important work!

This role will:

- Be expected to work some evenings and weekends, based on occasional programming schedules and events
- Primarily work remotely with bi-monthly office days, regular in-person meetings, events and program sessions, as available
- Have access to CityHive office space (located at CityStudio 1800 Spyglass Place, Vancouver BC)

How to Apply:

Process: [Click here to apply](#) with your resume.

Deadline: February 23rd, 2025, or until filled. Applications may be reviewed on a rolling basis.

If you have any questions or require any support or accommodations to make the application process more accessible, please email us at info@cityhive.ca

Due to the volume of applications typically received, only those selected for an interview will be contacted. We appreciate your interest and time in applying.