

## **JOB LISTING**

Position Title: Communications Coordinator & Graphic Designer

Terms of Employment: 8 Weeks, starting approximately May 22nd, 2017, \$11/hr

Location: Fredericton, New Brunswick

Job Description:

The Canadian Crafts Federation is seeking a student intern in communications and graphic design to work on national projects. Applicants must have keen writing, editing and design skills including knowledge of InDesign, Photoshop and/or Illustrator. The position will focus on online communications (including website maintenance & development, blog updates, e-news production and online content expansion), social media activity, audience development and event marketing, document layout and graphic design.

Join our team to learn about national and provincial craft organizations and how they run. In our friendly and flexible environment, you'll be able to put your education to work for you, gaining valuable experience while learning new skills.

Qualifications:

- Enrolled in a full time college or university level program in Fine Craft, Studio Art, Graphic Design, Art Administration, Communications or a related field.
- Working knowledge of InDesign and Photoshop, and experience with online and web based tools for research and communication.
- Excellent time management skills and attention to detail.
- Fluency in English is required, French is an asset.
- Applicants must be Canadian residents between 15 - 30 years of age, returning to school full time in September 2017.

How to Apply:

Please send your resume and cover letter to Maegen Black, Director of the Canadian Crafts Federation at: [maegen@canadiancraftsfederation.ca](mailto:maegen@canadiancraftsfederation.ca). Please be prepared to share a design portfolio, either online or in print, if selected for an interview. If you have questions you may also contact us at (506) 462-9560.

Application Deadline: **May 8th, 2017**