



The Credit Valley Conservation Authority (CVC) is a partnership of the municipalities within the Credit River Watershed. We are dedicated to conserving, restoring, developing and managing the natural resources of our watershed. Together we have a long and successful history of ensuring a clean supply of water for human and environmental needs.

**JOB TITLE:** Freelance Creative Services Assistant  
**REPORTS TO:** Creative Services  
**DEPARTMENT:** Corporate Communications

#### **JOB SUMMARY:**

Credit Valley Conservation is seeking a Freelance Creative Services Assistant to work from home on an as-needed basis (approximately 8 – 12 hrs/week) to develop communications materials and projects that will increase the awareness of the goals and objectives of Credit Valley Conservation. The freelancer will assist CVC's Corporate Communications team with the development, creation and maintenance of print, electronic and web-related communications materials. The successful candidate will primarily work from home and must own all of the required software programs listed below.

#### **KNOWLEDGE:**

- Degree/diploma or equivalent in graphic, web or multimedia design (in process)
- 1-2 yrs related experience
- Demonstrated ability to produce both print and web-related communications materials, as well as design fresh and innovative concepts with minimum guidance
- Fluency in current graphic design practices and web production software, such as the Adobe Creative Suite (Illustrator, Indesign, Photoshop, Dreamweaver, Flash) on a PC platform
- Knowledge of pre-press file preparation
- Excellent writing and editorial skills
- Ability to work effectively in a team
- Excellent organizational and interpersonal skills
- Ability to multi-task and meet tight deadlines
- Photography and illustration skills an asset
- Knowledge of environmental issues an asset
- Knowledge of Survey Monkey an asset

#### **DUTIES AND RESPONSIBILITIES:**

Perform the following tasks with direction from CVC's Corporate Communications team on an as-needed basis:

- Create and update promotional materials for print and web that remain consistent with CVC's corporate branding, including; posters, brochures, flyers, booklets, e-vites etc.
- Create and update online surveys and registration forms using Survey Monkey
- Update CVC's website and events calendar, as well as post event listings to relevant websites

- Understanding of and experience in corporate branding, layout, colour theory and typography in both print and digital media.
- Solid understanding of client deliverables, and the ability to take responsibility for them.
- Ability to effectively manage multiple projects/tasks of varying complexities, meet deadlines and work well under pressure.
- Excellent organization and communication skills.
- Attention to detail; excellent proof-reading/trouble-shooting/problem-solving abilities.

Must be available to work flexible hours, including weekdays from 9 a.m. to 4:30 p.m., and be available to attend meetings during this time.

\* Please provide your portfolio URL or PDF examples of your work.

Please forward resume by **February 8, 2010** to:

**The Credit Valley Conservation**

[kpartington@creditvalleyca.ca](mailto:kpartington@creditvalleyca.ca)