

# Job Description: Creative Director

**Title:** Creative Director

**Location:** Greater Toronto Area / Remote

**Terms:** August 2024 - July 2025

**Hours:** Estimated 5-10 hours per month

**Salary:** This is a volunteer position

## About the Role

We're looking for a volunteer Creative Director to join the Communications team during an exciting year for IABC Toronto!

In this role, you'll lead the design and implementation of visual content for IABC Toronto's 700+ members.

## Responsibilities

- Develop graphics for IABC Toronto's social media sites, website and e-newsletter
- Manage and mentor a junior graphic designer
- Work closely with the communications team, and various board members from all portfolios (OVATION Awards, Sponsorships, etc...)
- Keep internal collaborators informed of projects and progress and identify when extra support is needed
- Brainstorm with the team to elevate the visual communication of information

## Top 5 Reasons to Apply

1. IABC Toronto is celebrating 40 years of the OVATION Awards - a great opportunity to leave your design mark on a legacy event
2. Network and collaborate with an incredible team of industry professionals
3. This is one of a few volunteer roles that enable you to work across all portfolios and VPs
4. Continue to hone your graphic design skills and create strong portfolio pieces
5. Show off your skills to potential employers/clients

## Requirements

- Must have an active IABC Toronto membership
- Graphic design experience
- Experience and knowledge of Canva, Illustrator and similar design programs

## About Us

IABC Toronto is the world's largest IABC chapter. IABC is recognized as the professional association of choice for communicators and is committed towards establishing and supporting the highest professional standards of quality and innovation in organizational communication.

## Apply in two easy steps

1. Fill out our [volunteer application](#) found here
2. Send an email to [toronto-volunteers@iabc.to](mailto:toronto-volunteers@iabc.to) indicating what position you're interested in

**Deadline**

Please apply by August 25, 2024