

**Position: Graphic Designer**

Office Location: 5987 Bathurst St, Toronto ON M2R 1Z3

Job Type: Full time – 1 year contract

Report to: Publications & PR Manager

The JRCC Publications Department is looking for an energetic graphic designer for the Exodus Magazines, Calendar and other JRCC promotion materials. The role requires a natural talent in graphic design, strong sense of organization, punctuality and time management acumen.

**Responsibilities:**

- Design ads and promotional materials
- Design and update greeting/condolences
- Design logos, business cards
- Update and refresh existing promotional materials
- Design layout and graphics for newsletters
- Review final layouts and suggest improvements
- Design layout and graphics for JRCC websites
- Coordinate the production, printing, and distribution of Exodus Magazines according to the timetables

**Requirements:**

- 1-3 years of experience in graphic design
- Proficiency in both PC and Mac operating systems
- Knowledge of Graphic Design software (such as In Design, Photoshop and Acrobat)
- Fluency in English and Russian- a must
- Hebrew - an asset.
- Excellent ability for independent work, time management, and initiative
- Excellent organization, punctuality, attention to details, and patience
- Excellent computer orientation and knowledge: Outlook, Word, Excel, and databases

Please send your resume to: [resume@jrcc.org](mailto:resume@jrcc.org)

Only relevant candidates will be contacted. No phone calls please.