



CREATIVE SERVICES COORDINATOR

Reports to: Creative Services Coordinator

Employment Status: 4 days a week – 30 Hours a week

Salary Range: \$39,000 - \$40,560

About the Role

As a Creative Services Coordinator at FVHCF, this role blends storytelling and creative services with on-the-ground event execution. You will be responsible for creating compelling content across print and digital platforms while also supporting the planning and hands-on setup of branded events and activations.

This is the perfect role for a creative thinker who isn't afraid to roll up their sleeves and bring a brand experience to life, both online and in person.

Graphic Design

- Design and produce visual materials across both print and digital platforms.
- Ensure all materials uphold the Foundation's brand guidelines, presenting a consistent brand image across all touchpoints.
- Collaborate with various departments to create compelling collateral for fundraising campaigns, events, and programs.
- Manage the production process from concept to completion, including liaising with printers and other vendors as needed.
- Manage design deliverables and timelines to ensure successful project delivery.
- Maintain and update the organization's visual asset library.

Social Media

- Manage day-to-day operations and content planning for the organization's social platforms.
- Create, curate, and schedule engaging content, including graphics, videos, and written posts, tailored to each platform.
- Work with various teams across the organization to meet the business needs of fundraising, events, and marketing.
- Shoot and edit short-form video content
- Monitor social media channels, respond to comments and messages, and foster community engagement.
- Analyze social media metrics to assess performance and inform future strategies.
- Develop monthly content reports to share with stakeholders, highlighting successes and opportunities across channels.



Event Experience

- Assist with the setup and teardown of events, including decor, signage, displays, photo backdrops, and interactive installations
- Work cross-functionally with the event team, volunteers and vendors to ensure seamless execution
- Capture high-quality content before and during events for real-time sharing and post-event promotion
- Ensure brand visuals and aesthetics are consistently represented across all touchpoints

What We're Looking For

- 2 years of experience in content creation - graphic design and social media management.
- Strong understanding of design principles, branding, and visual storytelling.
- Strong portfolio of video, visual, and written content
- Comfortable behind the camera – basic photography and videography as well as editing skills
- Strong attention to detail and a creative vision for designing engaging content.
- Ability to manage multiple projects and meet deadlines.
- Excellent storytelling, writing, and visual communication skills
- Self-starter who thrives in a collaborative but fast-moving environment
- Experience with analytics tools (Google Analytics, Meta Insights, etc.)
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign) and familiarity with social media management tools
- Degree or diploma in Graphic Design considered an asset

To Apply:

Please submit your resume and cover letter to info@fvhcf.ca