

Graphic Designer

Who We Are

The Independent Contractors and Businesses Association (ICBA) is the voice of B.C.'s construction industry and the single largest sponsor of construction apprentices in B.C. ICBA's insurance company, ICBA Benefits, is one of the largest providers of group health and retirement benefits in western Canada. Representing more than 3,500 members and clients, ICBA members and their skilled workers are involved in virtually all major building projects in British Columbia.

ICBA has a progressive approach to recognizing and rewarding our employees and values dedication, determination, and teamwork and as we strive to provide an exceptional member and customer experience. We are committed to helping our people turn ambition into achievement by providing a work environment that is second to none.

The Opportunity

In the past few years, ICBA has grown its membership, benefits business, training options, and organizational scale and capacity. This has opened new channels and opportunities for communications and marketing in a variety of formats.

Reporting to our Communications Manager, our **Graphic Designer** will assist in getting our message out to our members, clients, and prospects in a clear, concise, attractive way. The Graphic Designer will help us improve sales tools, proposals, slide decks, forms, websites/social media posts, and much more.

Responsibilities

- Develop and update print pieces (brochures, reports, business cards) and digital materials (ads, client-facing insurance forms)
- Update and edit previously designed files and documents
- Design digital and physical collateral while following brand guidelines
- Keep up with deadlines and work on multiple projects at once
- Create branded proposals and slide decks for prospective insurance clients
- Collaboration with all the various departments at ICBA (Communications, Training, Benefits, Wellness, etc.)
- Develop graphics for ICBA's social media platforms
- Design and send emails to members and clients through CRM system

Requirements

- 2 to 4 years of graphic design education
- Proficient in Adobe Creative Cloud (Photoshop, InDesign, Illustrator)
- Proficient in Adobe DC for creating fillable documents and forms
- Experience with WordPress and front-end website development
- Capable of creating print-ready files with detailed specifications

- Excellent attention to detail; ability to spot alignment issues and spelling mistakes
- Self-motivated and solution-based problem-solver
- Experience with SharePoint and Microsoft Dynamics 365 CRM is an asset
- Experience with photography, film, and video editing (Adobe Premier or After Effects) is an asset
- Experience with HTML, CSS, or Javascript is an asset
- Experience in digital marketing is an asset
- Passionate about design trends
- Able to confidently discuss creative solutions and ideas, and receive feedback

To be Successful in the Role:

- Strong communication skills
- Ability to multitask and work confidently under pressure
- Highly motivated and driven to excel and advance in the field of graphic design
- Strong interpersonal skills with a history of great team or client relationships
- Deadline-driven with good time-management skills
- Has an optimistic, proactive, 'can-learn' 'can-do' attitude
- Highly detailed-oriented with a commitment to quality

Compensation

- We offer a competitive base salary, team bonus, a comprehensive benefits package, an employee wellness program, matching RRSP contributions, and we encourage professional development and pursuing learning opportunities as part of your personal and professional growth.

How to Apply

Apply through the job post on [indeed.com](#), or submit your resume and cover letter to Jenny Ma, Events and People Manager, at jenny@icba.ca.