

## Graphic and Video Projects Specialist

Posted December 2<sup>nd</sup>, 2024

This position supports the mission of the Crisis & Trauma Resource Institute (CTRI) and its subsidiary, ACHIEVE Centre for Leadership (ACHIEVE). Our hope is to create a trauma-informed world and help create great workplaces through our training and consulting services.

As a member of our team, the chosen candidate will be responsible for a variety of creative content tasks that require attention to detail, strong organizational skills, and a high level of comfort using the Adobe Creative Suite and Office 365 suite.

This is a fast-paced job that requires a keen eye for detail and a desire to create top-quality materials

As is the case with all positions at CTRI/ACHIEVE, this role will evolve over time in support of the company and in connection with the strengths of the person hired.

**Start date:** January 2025

### Work Hours, Wages, & Benefits

This is an on-site full-time position with some flexibility regarding start and stop times. CTRI currently defines full time as 33.75 hours per week. The successful candidate will work from our offices at 1-710 Westminster Ave. in Winnipeg, however there is flexibility for a hybrid working model.

**Wage Range:** \$44,000 - \$52,000 depending on experience.

**Benefits:** An extended benefits package is available after three months of employment.

### Key Duties Include

- **Video Production Support:** Assist in the recording, editing, and production of our video on-demand trainings and our podcasts.
- **Graphic Design Support:** Consistently refreshing trainings materials, digital and print ads, and other marketing collateral.
- **Marketing Support:** Collaborate closely with the Content Strategist and Social Media Coordinator to develop and produce digital ad assets, short-form video content, and other creative materials.
- **On-Location Video Shooting:** Attend local in-person events to capture high-quality B-roll footage, testimonials, and promotional content. If comfortable, this could include travel if desired.
- **Other projects as assigned.**

### Required Qualifications/Skills

- Strong proficiency with the Adobe Creative Suite an Essential Asset!
- Experience in graphic design, video editing, or multimedia production (1-2 years preferred).
- Ability to manage multiple projects simultaneously.
- Excellent collaboration and communication skills!
- Self-motivated and able to work independently.
- Detail-oriented with a commitment to producing high-quality content!
- Enjoys working in a fast-paced environment.
- Willingness to travel occasionally for on-location event coverage (mileage and time will be compensated).
- Tech-savvy with an aptitude to learn new programs quickly.
- Understanding of the Zoom video conferencing platform.
- Demonstrated commitment to our core values which are:
  - Joy – We Find Joy in Work and Our Relationships
  - Togetherness – We Do Great Work Together
  - Improvement – We Seek Feedback and Act to Improve
  - Authenticity – We Practice What We Teach

### **Closing & Interviews**

Applications will be accepted until midnight, January 5th, 2024. Successful applicants will be contacted by video call between January 6-10 for a brief interview. Full-length interviews will take place soon after the initial video call.

### **To Apply**

Please send the following in **one attachment**: resume, cover letter, three work-related references, links to your portfolio, previous work, or past assignments, and a response to the following questions:

1. *What do you do to contribute to a healthy, vibrant work culture?*
2. *What is your understanding of the work of CTRI and ACHIEVE?*
3. *How does the position of Junior Graphic and Video Projects Specialist help in fulfilling our mandates?*

### **Send Applications To:**

Scott McKay at [Scott@ctrinstitute.com](mailto:Scott@ctrinstitute.com)