

JOB DESCRIPTION

JOB TITLE	Graphic Designer
MINISTRY/DEPARTMENT	Department of Communications and Community Engagement
REPORTS TO	Manager, External and Community Communications
JOB FAMILY	Professional/Expert
CLASSIFICATION LEVEL	Level 3
DATE CLASSIFIED	November 4, 2025

POSITION SUMMARY

The Graphic Designer is a key member of the Communications Team, the Graphic Designer will leverage their expertise in visual design to develop high-quality creative content that supports the objectives of MNBC Ministries, Departments, and the Board of Directors. The position will act as a brand steward for MNBC, consistently applying visual identity standards across all design work. Additionally, they will promote knowledge sharing and help elevate design best practices throughout the organization.

This role requires both analytical and conceptual thinking to produce visually compelling materials that effectively communicate a diverse range of programs and initiatives to Citizens and the general public. Under the guidance of the Manager, External and Community Communications, the Graphic Designer will work collaboratively with other members of the Communications Team and staff in other Ministries/Departments to ensure that all visual outputs are strategically aligned, cost-effective, and contribute meaningfully to project or program objectives.

LOCATION

- Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

- Plans and develop high-impact design materials—from initial concept through to final production—often under tight deadlines.
- Collaborates with MNBC Ministries and Departments to understand project requirements and design vision, which may involve participating in multiple strategic planning meetings.
- Produces multiple design variations for review and facilitate the internal approval process.
- Designs a range of print and digital branded materials, including logo artwork, letterheads, brochures, presentations, infographics, promotional items, reports, social media graphics, posters.
- Produces graphic elements for the MNBC website.
- Leads the design and production of special projects such as the Annual Report, Strategic Plan, and annual governance event booklets.
- Integrates Métis cultural elements into all designs to ensure inclusivity and cultural alignment.
- Maintains and update the organization's style guide and suite of branded templates available to MNBC employees.
- Stays current with emerging design trends, tools, and techniques by attending workshops, courses, and engaging in ongoing professional development.

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- Reviews and provide constructive feedback on design assets developed by external partners to ensure alignment with MNBC's brand standards.
- Develops and maintains relationships with external print shops and oversee the production of any printed materials ensuring quality and timely delivery.
- Research, assess, and recommend new tools, technologies, or methods for design and publishing to enhance workflow and output quality.
- Maintains design equipment and software, ensure design files are well-organized and accessible, and keep all tools and systems up to date.
- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

Direct Reports

- None

QUALIFICATIONS

- Diploma in visual arts, graphic design, graphic communications, brand, or advertising. Degree is preferred.
- Minimum four (4) years of progressive related work experience as a graphic designer or in a similar role, either in an agency or in-house setting.
- Eligible for formal professional or technical registration in the appropriate area of expertise such as the Association of Registered Graphic Designers would be an asset.
- A combination of relevant experience, education and training will be considered.
- A portfolio demonstrating comprehensive design expertise in a wide range of digital and print formats.
- Experience working with Indigenous organizations is preferred.
- Advanced skills in graphic design software; including Adobe Creative Suite (InDesign, Illustrator, Photoshop, etc.)
- Excellent verbal and written communication skills.
- Strong interpersonal skills and ability to persuade others as well as work well within a team. Able to deliver recommendations and best practice information tactfully and diplomatically.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision. Experience with project management tools such as Asana or Monday.com an asset.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis People in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

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MNBC VALUES

- **Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.