



Creative Coordinator

SFU Communication Student Union

NOTE: This is a volunteer position that requires a 3-5 hour commitment per week. The position runs until April 30, 2025.

Overview

The Creative Coordinator works in the Creative Department under the leadership of the Creative Director. Coordinators use their design experience to create a combination of graphics for social media, websites, video content, and more. Applicants should have the ability to use design software like Adobe InDesign + Illustrator, Figma, and Canva (sparingly). The position is for someone who enjoys intertwining and applying their creative mind to modern-day outlets of graphic design.

Responsibilities

- Create and produce photo, audio, and/or graphic design content
- Assist with graphic design development for all promotional material as needed – photos, videos, graphics, and printed materials
- Report to the Creative Director for duties and advice
- Brainstorm, outline, and execute production plans for photos, audio, and videos
- Produce quality creative content in a timely manner

Qualifications

- Able to attend weekly meetings, with a commitment of 3-5 hours a week
- Proficient in any combination of Adobe Photoshop, Illustrator, InDesign, and/or Figma and Canva
- Proficiency in video, photo, and audio work is a **strong asset**
- Excellent time management skills and ability to meet deadlines
- Creative with excellent design ability
- Team player with leadership qualities
- Able to manage multiple projects at once
- Keen attention to detail is important