



LEAF
FAEJ

WOMEN'S LEGAL
EDUCATION & ACTION FUND
FONDS D'ACTION ET D'ÉDUCATION
JURIDIQUE POUR LES FEMMES

Project and Graphic Design Coordinator Job Posting

The Women's Legal Education and Action Fund (LEAF) is a national non-profit organization dedicated to advancing the equality rights of women, girls, and all people who experience gender-based discrimination in Canada through litigation, law reform, and public legal education. For more than 35 years, LEAF's work has influenced the evolution of constitutional equality principles in Canada and made an important difference in the daily lives of women, girls, and people who experience gender-based discrimination across the country.

LEAF's national office is located in downtown Toronto. The organization also has eleven volunteer-run member branches across the country. LEAF branches run public education programs for youth, hold events on gender equality in their communities, and engage in law reform initiatives at the local level.

LEAF is looking for a Project and Graphic Design Coordinator. This position is critical to advancing LEAF's Reproductive Justice Project. Through the Reproductive Justice Project, LEAF will identify areas in need of law reform, draft proposals targeted at these specific areas, and advocate for changes that advance reproductive justice at the provincial level.

Working closely with the Director of Operations, Project Director, and Communications and Advocacy Manager, the Project and Graphic Design Coordinator will work to advance LEAF's reproductive justice efforts by engaging branches and producing graphics and other materials.

This is a full-time five-month contract with an anticipated start date of May 16, 2022 and an anticipated end date of September 30, 2022. LEAF is open to the successful candidate working part or full-time in September.

The successful candidate will ideally work out of LEAF's Toronto office at least two days a week. They will be paid at a rate of \$23 per hour (for a 37.5-hour work week), plus 4% vacation pay.

Applications will be accepted until 11:59pm EST on March 17, 2022.

Essential qualifications:

- Post-secondary degree/diploma, or equivalent experience, in Graphic Design, Multimedia, Web Design or a related field
- Work or volunteer experience as a graphic designer producing a wide assortment of communications collateral including annual reports, infographics, brochures, flyers, posters, websites, etc.
- Strong graphic design skills and proficiency with Adobe Suite and Canva
- Ability to translate formal materials into plain language and to prepare materials that meet accessibility standards
- Proficiency and effectiveness with online platforms, digital engagement tools, technology, and computer applications, including Microsoft Office Suite and Google
- Excellent organizational and time management skills
- Solid verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively



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- Ability to work efficiently and effectively, both independently and as part of a team, and to meet tight deadlines in a fast-paced environment

The ideal candidate will also have:

- A demonstrated understanding of issues linked to reproductive justice
- Experience planning and carrying out large in-person meetings
- Experience organizing or contributing to advocacy campaigns
- Strong French language skills

Personal qualities:

- Exercises sound judgment, accepts responsibility, and treats others with respect
- Approaches learning with curiosity and humility
- Comfortable with giving and taking direction in a collaborative environment
- Shows initiative and collegiality; motivates and encourages others
- Demonstrates flexibility, perspective-taking, and reliability
- Has a passion for gender equality and social justice

Project and Graphic Design Coordinator duties

- Design graphics for use in social media posts, reports, and meeting materials
- Translate existing materials into plain and accessible language through infographics and fact sheets
- Create presentations, meeting materials, and other resources to help advance the goals of the Reproductive Justice Project
- Assist with the creation of materials to build branch capacity in law reform
- Assist the Office and Branch Relations Coordinator with meeting scheduling, transportation, food, and accommodation

Application process

Please submit your resume and cover letter, as a single attachment, to hr@leaf.ca. Please address your application to brea hutchinson. Please use the reference “Project and Graphic Design Coordinator” in the subject line.

Applications are due no later than Thursday March 17 at 11:59pm EST.

We have made adjustments to our hiring processes due to the ongoing COVID-19 pandemic. At this time, most LEAF staff are working from home, and the interview process will occur remotely. We acknowledge that COVID-19 has caused disruptions to many lives and people may require additional accommodations.

We thank all applicants for their interest, but only candidates selected for an interview will be contacted.



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LEAF welcomes and encourages applications from people with disabilities for all available positions. Where possible, accommodations will be made available upon request for candidates taking part in all aspects of the selection process.

LEAF encourages applications from candidates who reflect the diversity of our communities. We strongly encourage applicants who self-identify as belonging to BIPOC (Black, Indigenous, and People of Colour), newcomer, gender-diverse, and other equity-deserving groups to apply.