



Job Posting

Position Title: Content Creator – Graphic Design (Benchmark Candidate Identified)

Job Posting Deadline for Internal Candidates: May 08, 2025, at 5:00pm

Employment Status: Fixed Term Contract (May 12, 2025 – August 29, 2025)

Position Status: This is a Non-Bargaining Unit position

Hours of Work: Monday-Friday, 35 hours per week with limited evening and weekend requirements

Hourly Rate: \$20.00 per hour – Eligible for HOOPP

Position Reports to: Manager, Brand, Digital Marketing and Communications

Primary work location: Oshawa with flexibility to work at other DCHC sites as required.

In partnership with the **Canada Summer Jobs Program** and its guiding principles, DCHC welcomes all qualified students to apply, particularly those considered as priority students (students with disabilities, Indigenous students, and students who are members of visible minority groups).

Organization

Durham Community Health Centre (DCHC) is a registered, charitable organization that provides integrated, accessible, and equitable community-based primary care, wellness services, and health education to Durham community members who face multiple barriers to their health and well-being.

DCHC also provides equity-based programs and services that focus on priority populations such as Indigenous, Black, the 2SLGBTQI Community, Newcomers to Canada, Seniors, and Unattached patients (i.e., those without a family doctor), to name a few. DCHC ensures Durham community members receive not only sick care, but preventive care as well.

At DCHC, we are a team-based interprofessional group of staff including physicians, nurse practitioners, nurses, counselors, dietitians, outreach workers, medical secretaries, and other administrative staff. We always place every client at the centre of our approach to care, based on their needs. We address these needs through integrated clinical and wellness care and health education.

It's an exciting time to be joining DCHC, while we are embarking on an energizing path with a focus on making our biggest impact yet on local health care by diversifying, expanding, and leveraging our Strategic Plan, Theory of Change, Brand, Client Stories and Resources.

DCHC's 2023 – 2026 Strategic Goals

- Drive Program and Service Integration and Client Experience Across All that DCHC Does
- Evolve Program Offerings to Improve Health Equity and Meet the Needs of DCHC's Priority Populations
- Establish DCHC as a System Advocate and Champion for Equity
- Enhance DCHC's Brand and Awareness Across Durham Region
- Become an Employer of Choice with a Focus on Recruitment, Retention, and Development

Position Overview

The **Content Creator – Graphic Design Student** will be focused on creating design projects for the organization - social media images, reports, collateral (e.g., info cards, business cards, etc.), signage, etc.

A large focus of their 16-week term will be the design of our annual Impact Report as well as the collateral associated with two of our large annual events: Visions & Victories (our Annual General Meeting) and our DCHC Golf Classic.

To be eligible for this position through the Canada Summer Jobs initiative, you must:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year; or have completed a diploma or a degree
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Key Responsibilities:

- Design and produce social media graphics aligned with the organization’s branding and messaging.
- Develop layouts and visual assets for printed and digital reports, with a major focus on the annual Impact Report.
- Create collateral materials such as information cards, business cards, and brochures
- Design event-specific materials for major events like:
 - Visions & Victories Annual General Meeting (programs, banners, invitations, signage, etc.)
 - DCHC Golf Classic (flyers, signage, promotional materials, etc.)
- Assist in creating signage and wayfinding materials for DCHC and community events.
- Maintain brand consistency across all materials, ensuring that designs align with established brand guidelines.
- Collaborate with communications and event teams to conceptualize and deliver creative assets that meet project goals and deadlines.
- Prepare files for print and digital publication, ensuring technical specifications are met (e.g., resolution, color profiles, file formats).
- Gather and incorporate feedback from supervisors and relevant stakeholders to revise designs.
- Contribute creative ideas for enhancing visual communications and engagement with the community.
- Manage multiple projects simultaneously, meeting deadlines while maintaining high-quality work.
- Stay updated on graphic design trends and propose innovative ideas where appropriate.

Key Qualifications

- Strong organizational skills and ability to multi-task.
- Access to a reliable vehicle, with valid license, would be an asset.
- Proven ability to take direction and work independently.
- Proficiency in the use of computers and software applications (Microsoft Word/Excel).
- Current Criminal Reference Check (including Vulnerable Sector Screening), if in the age range of 18-30.
- Proof of attending post-secondary education as of September 2025 or have completed a diploma or a degree.

Full vaccination against COVID-19 is mandatory for this position (DCHC will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to a human rights protected ground).

Application Process:

- If you are interested in being considered for this position, please submit a cover letter and resume outlining your qualifications and expectations by email to recruiting@durhamchc.ca. This position will remain posted until filled.
- While we thank all applicants for their interest in applying, only those qualified and considered for an interview will be contacted. All applicant submissions will be kept on file for six months, for future consideration.
- All applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the email address provided on their resume. As an applicant, it is your responsibility to ensure that you check your email regularly.
- All positions are subject to the successful completion of the following pre-employment conditions for all external hires: Reference Checks; and Criminal Background checks (including Vulnerable Sector Screening).

Durham Community Health Centre is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation. Accessibility: If you have accessibility needs and require alternate formats or other accommodations, please contact Human Resources at 905-723-0036, or by email to recruiting@durhamchc.ca. **Durham Community Health Centre, and staff are dedicated to creating an inclusive environment that welcomes diversity.**