

**IMPORTANT: DATE STAMP THIS NOTICE AND POST IMMEDIATELY ON ALL BCGEU BULLETIN BOARDS. DO NOT REMOVE UNTIL AFTER THE CLOSING DATE BELOW.**

**LEGAL SERVICES SOCIETY  
POSTING**

**TO:** LSS STAFF (cc: BCGEU)  
**FROM:** HUMAN RESOURCES DEPARTMENT  
**POSITION:** GRAPHIC DESIGNER/APPLICATION SUPPORT  
ONE REGULAR FULL-TIME TERM POSITION (to 11 months from start date) - VANCOUVER  
This position is on a modified workweek  
**COMPETITION NO:** B077-18  
**DATE POSTED:** AUGUST 7, 2018  
**CLOSING DATE:** SEPTEMBER 7, 2018  
**STARTING DATE:** ASAP  
**SALARY:** Job Class 13 (\$48,987 - \$55,984) "under review"

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**PRIMARY FUNCTION:**

To design, maintain, and update Web pages and Web graphics; to restructure, revamp, and brand websites as needed; to design, illustrate, and typeset public legal education and administrative print and online publications from manuscript, according to the principles of plain language and graphic design; produce digital art for printing, select suppliers, order and monitor production and costs of publications; to provide application support for publication program PC-based design software.

**The following job duties are illustrative examples, and shall not be construed as an exhaustive description of all the work requirements that may be inherent in the job.**

**DUTIES:**

**1. DESIGN, MAINTAIN AND UPDATE WEB PAGES AND WEB GRAPHICS:**

- a) Participate in website development meetings to assess user needs, develop project scope and recommend design, structure and format options;
- b) Develop designs, illustrations, and graphics using the most current version of Adobe Creative Suite;
- c) Prepare copy, scan photos and other print materials to produce digital art copy for the Web;
- d) Analyze and structure information for online users; and
- e) Design, maintain and update web site by structuring files and managing the data, visuals, and graphics.

**2. DESIGN, ILLUSTRATE, AND TYPESET PUBLICATIONS:**

- a) Participate in publication development meetings to assess user needs and recommend design and format options;
- b) Develop designs, illustrations, and graphics using desktop publishing and illustration software;
- c) Prepare copy, produce creative artwork for illustrations, and scan photos and other print materials to produce camera-ready and disk copy for printing;
- d) Evaluate testing results re: design and make appropriate revisions; and
- e) Liaise with freelance illustrators, photographers, and translators as necessary.

**3. OVERSEE PRINTING AND PRODUCTION OF PUBLICATIONS:**

- a) Provide print specifications to printers, request quotes and negotiate prices with printing suppliers and contracted services;
- b) Advise cost estimates and cost implications of design options to project sponsor and Supervisor, Print, Web & Multimedia;
- c) Select printer, monitor printing production and delivery dates with project budgets and deadlines;
- d) Liaise with project sponsor, Supervisor, Print, Web & Multimedia, Publications Production Coordinator regarding delivery dates and arrangements; and
- e) Verify printing invoices.

**4. PROVIDE APPLICATION SUPPORT AND MAINTENANCE:**

- a) Maintain publication archives, requested software library, complete system back ups of each workstation;
- b) Order and maintain inventory of computer and graphic art supplies; and
- c) Assess and recommend software and equipment needs to Supervisor, Print, Web & Multimedia.

**5. PRODUCE MULTILINGUAL PUBLICATIONS:**

- a) Participate in meetings with PLEI and community representatives; oversee contractors (printers, translators) who input content on design team computers.

**6. PERFORM OTHER RELATED DUTIES:**

- a) Maintain manual and computer records of final artwork;

- b) Maintain department files on current printing and design trade information;
- c) Maintain department files on the specs and requirements of print supplier;
- d) Participate in department meetings;
- e) Act as a resource for external contractors (editors, designers, and translators) regarding LSS house style and design; and
- f) Maintain working files and flow charts for active projects and perform other related duties as required.

**QUALIFICATIONS:**

**Basic requirements**

- Grade 12 supplemented by a degree and/or certificate in graphic arts and/or design
- minimum 4 years relevant experience (preferably in a design Web environment) as outlined in rated requirements
- OR equivalent combination of education and experience

**Rated requirements**

- Strong CSS positioning, HTML, DHTML skills to build, update and maintain websites that meet W3C accessibility guidelines
- Proficiency in Adobe CC: Dreamweaver, Adobe Acrobat, Adobe InDesign, Adobe PhotoShop, Adobe Illustrator
- Proficiency in Web publishing
- Knowledge of design principles (structure, form, spatial planning, plain language)
- Knowledge of pre-press web-based printing production methods
- Knowledge of Windows and Mac environment
- Knowledge of LSS policies and procedures an asset
- Experience with building a new website and/or leading major website revamp an asset
- Ability to handle simultaneous projects and be flexible to changing priorities and deadlines
- Ability to cope with heavy volume of work
- Ability to work independently, take initiative, and function as part of a team
- Must have excellent communication and interpersonal skills
- Must be familiar with general software applications including MS Office, e-mail, and Internet tools
- Second language and/or demonstrated awareness of the community's cultural diversity an asset

**We offer (based on your employment status and affiliation):**

- A competitive salary
- 35 hour work week
- Four weeks paid vacation to start that grows the longer you're with LSS
- An excellent employee benefits package, where premiums are 100% paid by LSS
- Support for training and development
- Pension plan
- An employee and family assistance counseling program
- The opportunity to participate in various Employee programs (Employee Wellness, etc.)
- Generous leave provisions (sick time, special leaves)
- Modified work week/flex time for some positions
- 13 paid statutory holidays

Interested candidates should submit a covering letter, together with a résumé, outlining how their qualifications meet the above position requirements, to:

**LEGAL SERVICES SOCIETY**  
**Human Resources Department**  
**Competition no: B077-18**  
**400-510 Burrard Street**  
**Vancouver, BC V6C 3A8**

**E-mail address:** [resumes@lss.bc.ca](mailto:resumes@lss.bc.ca)

Please indicate **B077-18, Graphic Designer/Application Support**, and whether you are an **internal or external** applicant in the posting in the email **subject line**.

**VISIT OUR WEBSITE AT** [www.legalaid.bc.ca](http://www.legalaid.bc.ca)

*We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted. The Legal Services Society is committed to building a skilled, diverse workforce reflective of Canadian Society. We are committed to employment equity and encourage applications from indigenous people, visible minorities, women and persons with disabilities.*