



GRAPHIC & DIGITAL DESIGNER Permanent – Full-time

About the role:

Are you a creative powerhouse with a passion for design and multimedia? Join the Sisters of Saint Joseph as a Graphic & Digital Designer, where you will play a pivotal role in shaping our internal and external communications. Based in North Sydney, this full-time position (37.5 hours per week) offers the opportunity to work closely with the Communications Manager to deliver high-quality design solutions that align with our mission and branding. After the induction period, there will be an opportunity to work from home two days per week.

About us:

Founded in 1866 by Saint Mary MacKillop and Fr Julian Tenison Woods, the Sisters of Saint Joseph of the Sacred Heart operates as a registered charity with central offices in Sydney, regional offices across Australia and offices in New Zealand and Ireland and a presence in some other countries.

We value, respect and are committed to the safety of all people. We have a zero tolerance for adult and child abuse or mistreatment. Applicants are encouraged to read our Adult and Child Safeguarding Commitment Statement which is contained on our website under the heading of 'Safeguarding.'

We are committed to improving employment opportunities for Aboriginal and Torres Strait Peoples and welcome applications from Aboriginal and Torres Strait Islander descent.

Key Responsibilities:

1. Collaborate with clients to understand design objectives and goals, budgets, schedules, target audience, project scope and manage projects from concept to completion.
2. Support and collaborate with the Communications Manager and team members to develop and implement communication strategies.
3. Design, produce and print organisational brochures, stationery, booklets, monthly staff newsletters, reports, and other publications.
4. Create photography, videography, and multimedia content as needed.
5. Ensure consistent branding across all design outputs and contribute to intranet and website design and development.

Qualifications and Experience (Selection Criteria):

1. 3-5 years in graphic design with a strong portfolio with tertiary qualifications in Graphic Design.
2. Proficient in Adobe Creative Suite (InDesign, Photoshop, Illustrator, Premiere Pro) and Microsoft Office.
3. Demonstrated skills in both digital and print media.
4. Ability to handle multiple projects and meet deadlines.
5. Excellent communication skills and a collaborative approach.
6. Experience working with non-profit or community organisations highly regarded.

Successful applicants will be required to consent to a National Criminal History Check in line with our Compliance Check Policy and be fully vaccinated against COVID-19.



Sisters of Saint Joseph
of the Sacred Heart

For more information about the role, please obtain a position description via hr@sosj.org.au. Applications, which will need to include a cover letter outlining how you meet the selection criteria for this role and a CV (resume), should be submitted via email to hr@sosj.org.au by **COB Friday 30 August 2024.**