

Position Specification

Global Risk Institute in Financial Services

Graphics Design and Desktop Publishing Specialist

December 2021

POSITION SPECIFICATION

Position	Graphics Design and Desktop Publishing Specialist
Company	Global Risk Institute in Financial Services
Location	55 University Avenue, Suite 1801 Toronto, Ontario M5J 2H7
Reporting Relationship	Director, Communications and Marketing
For more information	info@globalriskinstitute.org

COMPANY BACKGROUND / CULTURE

The Global Risk Institute (GRI) is a premier organization that defines thought leadership in risk management for the financial industry. GRI brings together leaders from industry, academia, and government to draw actionable insights on risks globally.

The organization was founded in 2010 as a result of efforts by the financial industry, the Bank of Canada and the provincial and federal governments to build capacity to manage and prevent risks within Canada's financial institutions and to build a global profile for the industry.

Through engagement activities with its member institutions, GRI builds integrated risk management capacity for private and public sector professionals. It also acts as a hub, stimulating evidence-based debate among regulators, practitioners and academics engaged in risk. GRI's objectives are to:

- Build risk management capacity in the financial services industry
- Leverage our convening capability to foster effective conversations among the public and private financial sectors
- Deepen and broaden our collective understanding of financial industry risks through research, education, and events
- Continue to expand our financial industry membership reach and engagement, while building our brand in risk management

GRI has become the leading forum for ideas, engagement and emerging trends in risk management in the financial services sector and is well positioned for the future. Through ongoing growth in its partnerships, membership and programming, GRI continues to build strong connections, provide critical research, education and events for risk leaders globally.

KEY RESPONSIBILITIES

The Graphics Design and Desktop Publishing Specialist will execute various branding and content focused initiatives undertaken by GRI including, but not limited to, the formatting of research documents, presentations, and content. Marketing design for events, event invitation, social media graphics, website management and membership communication through various formats. We are looking for an individual with a passion for creativity and design who can translate ideas, research and content into professional documents, presentations, and other brand materials in support of GRI's corporate stakeholders.

The Graphics Design and Desktop Publishing Specialist reports to the Director, Communications and Marketing.

Specific responsibilities include:

1. Desktop Publishing
 - a. Produce high quality output for GRI Publications in a timely manner.
 - b. Manage and maintain content library of all content assets including publications, presentations, and other documents.
 - c. Maintain brand and style standard consistency of all content on website, experience
2. Brand Management Support
 - a. Create and maintain GRI templates for (Word, PowerPoint, etc.)
 - b. Format all major external communication materials to brand standards including presentations, reports, event invitations, graphics ensuring quality, consistency and maintenance of standards
 - c. Design layout for monthly dashboard reports and quarterly reporting packages as needed
3. GRI Summit Design
 - a. Responsible for design of the content, but not limited to brochures, marketing materials, social media graphics, slide deck presentations, research articles and education materials
 - b. Able to take multiple text-heavy presentations from various contributors and create engaging layouts & diagrams in one cohesive, branded presentation.
4. Email Communications
 - a. Work with Digital Communications Specialist to format brand content to send via MailChimp to membership mailing list
5. Additional Tasks Include
 - a. Assist the Hybrid Event Producer with GRI events, including set up and take down of events and promotional/education materials

- b. Assist in the brainstorming and implementation of many other marketing projects and initiatives
- c. Develop strong relationships with internal partners to assist in the successful execution of all materials.

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

The role of the Graphics Design and Desktop Publishing Specialist will require:

- Highly organized with attention to detail and quality of work
- Adeptness with leading design software packages (Adobe Creative Suite – Illustrator, InDesign & Photoshop)
- Strong organizational, time management and project leadership skills to work effectively in a fast paced and rapidly changing environment, where managing multiple competing time sensitive priorities and being adaptable to change is essential
- Strong interpersonal skills to build trusted relationships; cultivate partnerships and work collaboratively in a team, and with executives, stakeholders, internal partners, and vendors/agencies
- Well-developed analytical, problem solving and continuous improvement skills to think outside-of-the-box to implement creative solutions, enhancements, and innovative design ideas
- Self-starter, capable of taking initiative to identify & resolve problems
- Familiar with social media best practices
- Comfortable with open communication to provide necessary feedback on design tasks and make recommendations for changes that are creative and enhance the learning experience
- Knowledge of basic HTML and WordPress an asset

EDUCATION

Post-secondary diploma/degree in graphic design, visual communications

COMPENSATION

A competitive compensation package.

TO APPLY

Please provide a short cover letter telling us why you're a great fit for the organization and this role. Include your resume and submit the package by January 7 2022, to:

Vanda Vicar
COO
vvicars@globalriskinstitute.org

Please note that only candidates selected for an interview will be contacted