



Graphic Illustrator and Multi-Media Assistant

Employer: Abuse Never Becomes Us (A.N.B.U.)

Job city: City of Toronto

Number of positions available: 1

Application Deadline: June 17, 2022

Start Date: July 4, 2022

Hours of Work: 35 hours/week

Wage: \$15/hour

Duration: 8 weeks

Abuse Never Becomes Us (A.N.B.U) அன்பு, is a registered charity organization that works with adult survivors of childhood sexual abuse (CSA) within the Tamil community and aims to respond to sexual violence through culturally and linguistically appropriate programs and services. Our mandate is to provide holistic support to promote healing with survivors as well as raise awareness and build capacity through collaborations and partnerships with the community. ANBU is seeking youth to assist our organization with our upcoming projects during the summer.

Responsibilities:

- Create print and digital promotional marketing materials.
- Contribute to graphic design and content creation for print and online use.
- Create logos and develop branding for events and campaigns.
- Support the creation of still and motion graphics.
- Edit, update and create webpages.
- Add and edit content and graphical elements to websites.
- Format and upload various medial files on the website.
- Suggest and implement improvements and upgrades to websites.
- Assist with creating video, audio and multimedia productions.
- Support special event documenting through digital and social media.
- Ensure consistency of brand standards on materials.
- Liaise with others to collaborate on common marketing initiatives.
- Improve and maintain multimedia file management system and inventory.

- Create and maintain media elements for self-serve user guides.
- Supports digitization and cataloguing of archival materials.
- Perform other duties as assigned.
- Participate in team meetings. present content for review and incorporate feedback into social media content.

Prerequisites and Preferred Experiences:

- Bachelor's degree or equivalent experience in graphic design, illustration, fine arts or other related fields.
- Agency or non-profit organization experience is an asset.
- An understanding of the complex layers of cultural and historical trauma as well as various healing modalities used within the Tamil diaspora community.
- Excellent organizational skills, ability to think logically, and pay close attention to details.
- Excellent communications skills (interpersonal, verbal, writing and editing skills), including the ability to synthesize detailed information into short headlines and text blurbs for digital media.
- Ability to work well under time constraints, willingness to take initiative and assume responsibility where and when needed, flexibility to change approach as deemed appropriate.
- Self-driven and able to work remotely with regular check-ins with Supervisor.
- Able to work within a team setting with confidence and reliability.

How to apply:

Please email your **resume, cover letter, and a portfolio of your work (3 pieces minimum) by June 17, 2022, at 11:59pm** to: abuseneverbecomesus@gmail.com

Eligible applicants must be between the ages of 15-30 as this is a summer student position. Please note that we are only able to hire folks in Canada. Priority will be given to those from the Tamil diasporic, racialized as well as LGBTQ2+ communities.

Thank you in advance for your interest. Only those candidates selected for interviews will be contacted.

www.anbu.ca