



PLEASE POST IMMEDIATELY

**Graphic Designer-multi-media (1 position)
Summer Employment - Canada Summer Jobs 2026**

Rose of Sharon Services for Young Mothers (RoS) is a charitable organization providing free support and educational services to prenatal and parenting young women across York Region. Since 1985, we have given young mothers the opportunity to work towards their goals in a supportive, learning-centered environment while parenting their young children. With the generous support of our community, we can enhance the lives of young women and their families.

SUMMER EMPLOYMENT OPPORTUNITY:

- Full-time/8 weeks: May 11 – July 3, 2026 | 35 hours per week
- **NOTE: This position is funded through Canada Summer Jobs 2026. Number of weeks may be increased. Candidates must meet employment requirements noted below.**

SALARY:

- \$19.40/hour + 4% vacation and Mandatory Employment Related Standard benefits

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Fund Development Manager and supported by the Leadership Team and Donor Relations-Volunteer Coordinator. The Graphic Designer-multi-media will assist the Fund Development Team with communications activities that include developing/refreshing agency communication tools, graphic/web design, social media support, supporting agency and volunteer events, and assisting with administrative tasks related to fund development, volunteers, and community engagement.

Tasks may include:

- Design and update agency communication tools (brochure, annual report, program promotion).
- Develop graphics and web design for RoS website (www.roseofsharon.com) and client portal (ParentsConnect.ca).
- Hands-on learning to increase public awareness social media campaigns.
- Online research, donor database maintenance/file management including opportunities to use artificial intelligence skills in the workplace through web design and development, telecommunications, updating agency communications and marketing tools
- Develop special events marketing materials.
- Assist with administrative tasks related to communications, volunteerism and community engagement.
- Support community outreach activities.
- Know, enforce and follow RoS safety policies/guidelines.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of Microsoft Office Suite
- Experience with designing and deploying social media communications
- Experience with Canva, Adobe Photoshop/Illustrator, WordPress web design, video editing or related creative software considered an asset
- Experience working in an office and/or customer relations environment an asset.
- Ability to prepare routine administrative paperwork.
- Strong written and oral communication skills.
- Strong time management, organizational and multi-tasking skills.

- Meet the demands of a fluctuating workload.

ADDITIONAL QUALIFICATIONS:

- Demonstrated interest in the non-profit sector.
- Access to a reliable vehicle and possess a valid driver's license.
- Must possess or apply for a current Vulnerable Sector Check.

PERSONAL SUITABILITY:

- Sensitivity to the impact of social, economic, environmental, and cultural issues on young families in York Region.
- Ability to work collaboratively within group settings with a multi-disciplinary team.
- Client-centered approach and ability to respect confidentiality.
- Non-judgmental, positive attitude.

FIELDS OF STUDY:

This position may suit a youth working towards and/or has completed a diploma/degree in Fundraising, Communications, Marketing, Public Relations, Business, Media Arts, Graphic and Web Development.

TO QUALIFY:

Applicant must meet Canada Summer Jobs 2026 eligibility requirements:

- be between 15 and 30 years of age at the start of the employment*;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment;
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

APPLICATION DEADLINE: May 8, 2026

TO APPLY: Please email a covering letter and resume highlighting qualifications and experience to: **Karen Warner, Fund Development & Communications Manager | email: kwarnar@roseofsharon.com. Please Note:** Only those applicants who are selected for an interview will be contacted. **No telephone or in-person inquiries please.** Applicants are encouraged to provide a valid email address for communication purposes. Applicants who provide an email address may receive their written correspondence with respect to this job posting directly to the email address provided. As an applicant, it is your responsibility to ensure that you check your email regularly to receive this correspondence.

ROSE OF SHARON IS AN EQUAL OPPORTUNITY EMPLOYER. We encourage people of all races, ethnic origins, religions, abilities, gender identities and sexual orientations to apply. In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. If you are an individual with a disability and you need accommodation in applying for this position, please email us at: kwarnar@roseofsharon.com and identify the job title in the subject line.