Staff Vacancy: Conference Graphics Designer

Each year, Students for the Exploration and Development of Space (SEDS) Canada hosts a conference to bring students and professionals together for a weekend oriented around space. The Canadian Space Conference takes place in a new Canadian city each year, and speakers of various backgrounds are invited to partake in discussion and share their experiences in the space industry. The conference will take place over a weekend early in early 2025 and a concise schedule will be implemented to transition between speakers, networking events, and more.

Having a sleek and modern outlook for our conference programming is key to capture the attention of stakeholders. As we build our team to run CSC 2025, we are looking for a creative individual to handle our graphics needs. This includes making fliers for advertising our conference, graphics for social media outlets and our website, and anything else from business cards to presentation designs and conference materials. This position is most ideal for a student who aspires to have a career in graphics design and wants to gain experience in this field by volunteering at a growing, national non-profit, but if you just want to do this for fun because you love space and making graphics, you'll be a good fit. We prefer applicants that have experience (or willingness to learn to work) with the Adobe Suite, specifically Photoshop, InDesign, and Illustrator. Bonus points if you can create your own digital artwork for use in our publications.

Primary duties:

Work with the SEDS-Canada Conference team to
- Make fliers for advertising and other graphics for use on our social media outlets and our website
- Design and publish documents such as our sponsorship package, conference booklet, etc
- Coordinate with SEDS-Canada's Media and Communications team to ensure graphics are inline with all graphics for the organization

Requirements:

- Time: usually 3-4 hours/week (more within a month of the conference)
- Experience or willingness to learn to work with the Adobe Suite (Photoshop, InDesign, Illustrator).
- Good organizational and communication skills
- Ability to work independently to successfully execute the tasks required

This is an unpaid volunteer position. Prior experience in project management is an asset, but not necessary, just a willingness to gain experience and learn!

Apply today by filling out the form at bit.ly/apply2seds, and we'll get back to you to set up an interview.