



Job Title:	Jr. Graphic Designer
Division:	Public Relations/Communications
Reports To:	Sondra Cross
Name of Incumbent:	TBD
Purpose:	
<p>Student Benefit</p> <ul style="list-style-type: none"> • The student will be introduced to various forms of graphic design in the PR/Communications field and will be designing real materials that will be evaluated and seen in the Community. • Depending on the student's capabilities, training will be beneficial in the areas of learning new programs, understanding the needs of the client (stakeholders) and learning to frame their material (ie: the goal of the material in reaching the public). Through our editing process, the student will receive valuable feedback and guidance that will help them with their future career in this area. Because they will be producing various forms of graphic design material, the student will gain various forms of experience rather than only conducting one activity. • MCK PR/Communications currently has two full-time staff, who are experts in Graphic Design. • Finally, MCK PR/Communications takes pride in mentoring students for their career path is and are able to shape their position and workload around that path. Further, we take pride in the fact that we do provide work assignments that can be used for the student's portfolio/resume as opposed to just general assistance to us • The student will benefit from being able to create Community ads on the outdoor billboards, including the new billboard at the Kahnawake Services Complex. 	
Cultural Identity Attributes:	
<p>He/she has the expertise and is highly technical; ensures quality and standards are being met. The individual is logical, conventional, a self-starter, has the ability to problem solve, and can react quickly to change and is an assertive and analytical individual.</p>	
Roles & Responsibilities:	
<p>The incumbent will be responsible to:</p> <ul style="list-style-type: none"> • To design MCK advertisements for the Eastern Door & Ioriwase newspapers • To design MCK posters • To design MCK logos, brochures, pamphlets, mailouts, newsletters, etc.. as needed • To design MCK messages on outdoor billboards • To create artwork for video animations • To assist in other areas of Public Relations • 	
<p><i>The statements herein reflect general details to describe the principle functions for this job, and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.</i></p>	
Decision Making Authority:	
<p>Accountability: Responsible to the MCK Public Relations team</p> <ul style="list-style-type: none"> • 	

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake

P.O. Box 720

Kahnawake Mohawk Territory J0L 1B0

Tsi Nikaio 'tenhiseró:tens Ne Onkweshón:'a Rotiio'tens

HUMAN RESOURCES UNIT



Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

Education & Experience:

- High School – Part Time
Or
CEGEP

Knowledge, Skills, Abilities & Other Attributes:

- The ability to learn Adobe Photoshop, Pagemaker & In Design
- A general knowledge of computerized graphic design programs
- Some experience with graphic design activities.
- Ability to communicate in the Kanien'kéha and French languages is an asset;

Working Environment:

- Working in a team environment with the Public Relations staff
- The incumbent will have their own work station

Commitment Statement:

MCK Public Relations is committed to providing students with a work experience that fits their chosen career path.

Signatures:

Employee's Signature: _____

Supervisor's Signature: _____

Director of Human Resources: _____