



Graphic Designer/Marketing Assistant (Full-time)

Job Brief

We are looking for an energetic, creative graphic designer to support the Marketing and Recruitment department at FEIA. Responsibilities include assisting in developing marketing strategies through website design, development and maintenance. Recruiting responsibilities to include supporting the achievement of FEIA recruitment and enrolment plans/targets.

Responsibilities:

- Creatively edit technical content across different mediums
- Assist in the organizing of promotional events and traditional or digital campaigns and attend them to facilitate their success
- Assist in the production of promotional and outreach materials
- Assist the recruitment team to develop and implement international student marketing programs and strategies

Qualifications:

- Bachelor's degree in design, marketing, communications, or a college diploma in graphic design, video editing, photographing, marketing, or relevant field
- 2-3 years of experience in graphic design, video editing, digital and online media, and website development
- Marketing and/or recruiting experience considered an asset
- Strong knowledge of various marketing and analytics tools such as Marketo, Google Analytics, CRM systems/tools, MS Office, and content management systems are preferred
- Skilled in designing and editing digital content with an attention to detail
- Strong prioritization, organization, and project management skills
- Demonstrable ability to multi-task and adhere to deadlines
- Well-organized with a customer-oriented approach



**Fort Erie
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- Advanced design software and video-taking/editing skills (i.e., Adobe, InDesign, Photoshop, Illustrator)
- Experience creating, updating, and managing web contents through WordPress
- Excellent oral and written communication skills in English

Please send a Cover Letter and Resume to:

Nancy Baker, Vice Principle- nancy.baker@feia.ca

HEAD PRINCIPAL
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