



Position Title: Graphic Designer

Reports to: Marketing Manager

Role Overview:

The Vancouver Chinatown Foundation is seeking a creative and detail-oriented Graphic Designer to join our team. This is an exciting opportunity to contribute to meaningful work that celebrates culture, strengthens community, and supports the revitalization of Vancouver's historic Chinatown.

As part of a two-person in-house design team, and reporting to the Marketing Manager, you'll work on the development of visual assets that reflect our mission and values. From campaign graphics, social content, event collateral, and other visual touchpoints, your designs will help tell stories and engage diverse audiences.

Your projects will span the Foundation's wide range of initiatives, including signature events like **Light Up Chinatown!**, **Autumn Gala**, and **Spring Banquet**, as well as ongoing projects such as the **Chinatown Storytelling Centre**, **Foo Hung Curios**, **Chinatown Vintage**, **Economic Revitalization Program**, **Bob & Michael's Place**, and the **May Wah Hotel**.

Your work will play a key role in shaping how the Foundation is represented and will be leading the brand consistency, creativity, and visual impact across all our touchpoints.

Primary Responsibilities:

Creative Production

- Print: Posters, brochures, informational booklets, invitations, etc
- Digital: Newsletter assets, social media graphics, digital ads, website assets, etc
- Event Collateral: Signage, menu cards, wayfinding, and other event-based materials, etc

Project Management

- Partner with your fellow in-house designer to balance priorities and manage increased demand during peak event and campaign seasons
- Translate design briefs into deliverables and iterate through feedback cycles led by the Marketing Manager and other project stakeholders.
- Manage and communicate delivery timelines based on initial assessment of scope and workload

Quality Control

- Ensure brand standards are upheld across all assets
- Review and refine outputs for consistency, alignment, and polish before release

Additional Assets (considered a plus, but not required for the role):

- Illustration Abilities
- Event photography
- Merchandise design (packaging, apparel, branded goods)
- Web design (Squarespace)

Required Skills:

- Intermediate to expert proficiency in Adobe Creative Suite (Illustrator, InDesign, Photoshop)
- Strong grasp of design principles (typography, kerning, composition, hierarchy, color theory)
- Proven experience designing print materials, digital assets, and branded collateral
- Illustration ability is a strong plus
- Strong visual storytelling skills and the ability to execute within a broader creative direction
- Highly organized with excellent time management and prioritization skills
- Strong interpersonal and communication skills, with the ability to collaborate across teams
- Ability to work independently or as part of a team, and thrive in a fast-paced environment
- Commitment to an in-office role with flexible hours

Background:

The Vancouver Chinatown Foundation is a registered charity founded in 2011 to honour a culture and community established in Vancouver over 100 years ago and is dedicated to building a more resilient and sustainable community by promoting the wellbeing of those in need while preserving Chinatown's irreplaceable cultural heritage. We have a vision of a prosperous, vibrant, and inclusive Chinatown, where people come to live, work, and play. The Vancouver Chinatown Foundation's efforts to revitalize this important neighbourhood are grounded on three interconnected pillars: physical, commercial & cultural revitalization.

What we offer:

- Full benefits package
- Competitive salary
- Meaningful work with a social purpose
- A sense of belonging among caring and trusted colleagues
- The potential to develop your position and professional goals
- A diverse working environment in the heart of historic Chinatown

Working at the Vancouver Chinatown Foundation is about joining a dynamic passionate team focused on creativity and innovation to revitalize Chinatown in the city of Vancouver. This is an in-office position with office hours of 9:00 to 5:00, Monday to Friday. Flexibility in scheduling to support evening and weekend work will be required and will be discussed in advance.

We are committed to equal employment opportunities regardless of race, colour, religion, national origin, sexual orientation, age, marital, status, disability, gender identity, or Veteran

status. We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.

How to Apply:

To apply please send your CV, cover letter, and portfolio to the following email address:
Careers@chinatownfoundation.org

Salary Band: \$65 - \$80K