

JOB OFFER

Graphic Designer and Social Media Coordinator

Job Description

The Archdiocese of Montreal is looking for a bilingual Graphic Designer and Social Media Coordinator who is creative and passionate about the Church's mission of evangelization. Reporting to the Director of Communications, the ideal candidate will be able to design inspiring visual content, manage our digital platforms, and collaborate with various pastoral teams to promote the life of the Church in the diocese.

Main Responsibilities

- Create graphic content for the web, social networks, print publications and other communication media (posters, brochures, visuals for events, etc.).
- Manage and animate the Archdiocese's social media accounts (Facebook, Instagram, YouTube, LinkedIn, etc.).
- Collaborate on digital communications strategy and editorial planning.
- Ensure visual coherence and respect for the Archdiocese's brand image.
- Participate in transversal communication projects with the different pastoral services.
- Cover certain diocesan events in real time (stories, photos, clips).
- Complete any other related tasks required by the director.

Qualifications and Competencies

- Bilingual French/English* (oral and written).
- Excellent graphic design skills (proficiency in Canva, Photoshop, Illustrator or equivalent).
- Strong knowledge of social media and digital trends.
- Creative, autonomous, able to work in a team.
- Sensitivity to the mission of the Catholic Church and desire to contribute to its influence.
- Familiarity with the ecclesial environment.

Assets

- Video production and editing skills (Final Cut Pro X, Adobe Premiere)
- Experience in event photography
- Experience with Mailchimp, Mailerlite, or other newsletter platforms
- Familiarity with Divi (WordPress website builder)

Working Conditions

- Permanent full-time or part-time position (to be discussed).
- Salary and benefits according to the standards and working conditions of the Roman Catholic Archiepiscopal Corporation of Montreal.
- A stimulating work environment that is meaningful and rooted in the mission of the Church.
- Dynamic and collaborative team, committed to evangelization and pastoral communication.
- Flexible hours and the possibility of partial remote work according to the needs of the department.

Please send your CV, a portfolio of graphic achievements (or link to website/Instagram), and a cover letter before May 30, 2025 to: communications@diocesemontreal.org.

This role will remain open until a candidate is found. We thank all applicants for their interest, however, only successful candidates will be contacted for interviews.

** The Archdiocese offers a French-language work environment to its employees in Quebec and has taken all reasonable steps to avoid imposing the following requirement: the degree of knowledge of English and proficiency in English at an advanced level. This is an essential requirement for this position to communicate with English-speaking Quebecers, English-speaking parishes and the rest of Canada.*