



Position Title: Graphic Designer & Multimedia Specialist - 'Aisha Academy Canada

Department: National Department of Ta'lim

Immediate Supervisor: Principal, 'Aisha Academy Canada

No. of Positions: Multiple positions available for male and female members of the Jama'at

POSITION OVERVIEW

'Aisha Academy Canada (AAC) provides Islamic and academic education by qualified professional Ahmadi teachers to women and girls. We are seeking a highly skilled and creative Graphic Designer and Multimedia Specialist to join our team. The Graphic Designer and Multimedia Specialist will be responsible for conceptualizing and creating visual content to support the branding, marketing, and promotional strategies of 'Aisha Academy Canada and Girls' Hifzul Qur'an School. This role requires a blend of creativity, technical expertise, and a strong eye for detail.

RESPONSIBILITIES

- Create visually compelling designs for students' agendas, teachers' log books, flyers, brochures, posters, banners, promotional materials, and other printed assets.
- Develop engaging digital content including website graphics, social media visuals, online ads, and multimedia elements to support online promotions and campaigns.
- Produce and edit videos, including promotional videos, instructional materials, event highlights, and other multimedia content as required.
- Work closely with the Principal/VP, other colleagues, and administrators to understand requirements and effectively translate concepts into visually appealing designs.
- Manage multiple design projects simultaneously, prioritize tasks, and meet project deadlines while maintaining high-quality standards.
- Utilize graphic design software (Adobe Creative Suite, Photoshop, Illustrator, InDesign, etc.), video editing tools (such as Premiere Pro, Final Cut Pro), and other relevant multimedia software effectively.
- Thoroughly review content and get it approved before publishing to ensure it meets our Jama'at's standards, values, and modesty guidelines.
- Attend the major events in order to develop quality content.

QUALIFICATIONS

- A Bachelor's degree or equivalent experience in Graphic Design, Multimedia Arts, or related fields.
- Demonstrated 2 to 3 years of experience in graphic design, multimedia content creation, and visual communication.
- Proficiency in design software and multimedia tools.
- Strong portfolio showcasing a diverse range of design work across multiple mediums.
- Excellent creativity, attention to detail, and the ability to think critically and innovatively.
- Effective communication skills to collaborate with various teams and stakeholders.
- Ability to work efficiently both independently and within a team in a fast-paced environment.

When applying for the position, please include the following:

- [Employment Application Form](#) (Click '[here](#)' to get the Form).
- Resume, Cover Letter, and Portfolio.
- Names and contact information of at least two recent professional references and one personal reference.

Interested Candidates can apply with confidence and a Spirit of Waqf by sending their resume to apply@aishaacademy.ca.

Job Type: Remote/Hybrid

Start Date: This position is set to start in **January 2024**.

Deadline for applications: We thank all applicants for their interest, however, only those selected for an interview will be contacted. Interviews will be conducted on a rolling basis as applications of qualified candidates are received. Please note, successful candidates will be required to submit a current Police Vulnerable Sector Screening Certificate.

For further information, please contact:

talim@ahmadiyya.ca or board.chair@aishaacademy.ca