

Job Title	Graphic Designer	Organization	Naut’sa mawt Event Management
Salary	\$65,000 - \$70,000	Department	Sales and Marketing
Position Type	Full-time, 35 hours per week	Supervisor	Sales and Marketing Manager
Apply	Please send your resume and cover letter to emilyh@nautsamawt.com		
Position Focus For more than 25 years, Naut’sa mawt Event Management has had the honour of supporting many of the most significant events impacting Indigenous Peoples and communities across Canada. Through our Event Planning, Reporting and Art and Experience departments, we help bring people together to build a better future, guiding every project with cultural safety, care, and trauma-informed practice.			
Accountability Reporting to the Sales and Marketing Manager, the Graphic Designer is responsible for delivering high-quality, culturally grounded design across client projects and internal initiatives. This includes managing projects from concept to final delivery, collaborating with internal teams and clients, and ensuring all work aligns with NEM’s brand standards, client objectives, and timelines.			
Responsibilities The position is responsible for the following four (4) key functions.			
Design Services • Work directly with internal teams and clients across Event Planning, Reporting, and Art & Experience departments to design event-related materials (ex. Event microsites, agendas, signage, name badges, reports, presentations etc.) • Translate client needs, objectives, and cultural considerations into thoughtful, visually compelling designs • Review and refine materials to ensure accuracy, accessibility, and a high standard of quality			



- Collaborate with Indigenous artists and contributors to incorporate artwork into client deliverables, ensuring appropriate permissions, attribution, and alignment with cultural protocols and OCAP principles where applicable.

Project Management & Coordination

- Manage design projects from initiation to completion, including scoping, scheduling, revisions, and final delivery
- Coordinate with internal teams and external vendors to support production and execution
- Track multiple projects simultaneously, ensuring deadlines and quality standards are consistently met
- Ensure all deliverables are aligned with client expectations, event objectives, and timelines
- Managing internal team and client relationships through proactive communication and excellent service.

Brand, Marketing & Design Operations

- Develop and maintain NEM-branded assets, including templates, proposals, and marketing materials
- Ensure all design work reflects NEM's brand standards and visual guidelines
- Ensure all design work reflects NEM's brand standards and visual guidelines
- Support website updates, including uploading and formatting content, and maintaining visual consistency
- Create social media content aligned with NEM's communications plan and brand voice
- Collaborate with the Sales and Marketing Manager to support the development of digital service offerings and design-related packages
- Contribute to the development of internal design processes, templates, and best practices to support consistent and efficient delivery across Event Planning, Reporting, and Art & Experience



Financial and Administrative Duties

- Accurate update of information into company CRM.
- Adhere to client and department budgets, maintaining accurate record of billable hours, expenses, and invoices collected.
- Maintenance of electronic and hard copy filing system
- Open, sort, scan, copy, email, and distribute incoming/outgoing correspondence/documents, when applicable.
- Maintains strict confidentiality and exercises sound judgment and discretion when dealing with sensitive issues
- Participate in Indigenous cultural training and remaining up to date on Indigenous cultural practices, traditions, and best practices in art and event management, to enhance the representation and experience of Indigenous events.
- Attend departmental meetings, staff meetings and events as required.
- Other duties as assigned.

Education and Professional Experience

- Diploma or bachelor's degree in Graphic Design, or related field.
- Experience designing for events, or multi-format deliverables (print and digital) is considered an asset
- Proficient in Microsoft Suite (Word, Excel, PowerPoint, Teams).
- Proficient in Adobe Creative Suite (InDesign, Illustrator, Photoshop) and Canva
- Experience working with Cvent is considered an asset
- Experience working with WordPress considered an asset
- Experience working with Indigenous communities considered an asset.

Other

- Reliable personal transportation for frequent travel within the Lower Mainland
- May be required to work nights, weekends, and holidays on occasion
- **Note:** This is a remote position for those located within the Lower Mainland BC or Vancouver Island area. Ability to attend events in person within this area is required.