

Graphic Design and Social Media

LOLA Architecture is a full-service architectural firm that was founded in 2018 by Erica Lowe and Maria Landry. Our goal is to focus on socially and environmentally conscious design and provide the highest level of service for our clients. Our leadership team has extensive experience on a multitude of projects at various scales and budgets. We aim to become a firm known for our design excellence, technical expertise, and practical approach which is unencumbered by ego.

We are looking for a talented, collaborative, detail-oriented individual to join our team as a graphic designer and social media manager. In this role, you will work with the Principal Architects, and other senior staff in the preparation of proposals in response to RFPs, and aid in the preparation of office brochures, graphic presentations for projects, and development and management of general office graphic standards. In addition to the preparation of proposals and presentations / documents you will work with our team to develop content that will be used for marketing and social media.

LOLA Architecture offers a collaborative, creative, flexible work environment. We are looking for a collaborative team member, who wants to excel in their role and grow with us to help shape and enjoyable and rewarding office environment and culture.

RESPONSIBILITIES

- Overseeing all graphic content as it relates to social media, proposals, and project work. This includes working with the principals to develop a consistent graphic style for the office;
- Leading the proposal process by developing the proposal structure, executing the graphic design, and working with the LOLA leadership team (Principals, Directors, and Associates) to integrate content;
- Searching for new project opportunities on sites such as Merx and Alberta Purchasing Connection;
- Creating social media posts for sharing on platforms including Instagram and LinkedIn;
- Searching and coordinating opportunities for awards and publications;
- Updating and managing website content with our website developer;
- Manage business card design and printing;
- Working as a part of a team on large and small-scale projects as required;
- Assisting project teams in the preparation of infographics, building concept diagrams and site plans for use in presentations and permit approvals documents,
- Represent LOLA Architecture when attending industry events and professional development courses

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PAY STRUCTURE & BENEFITS

- Monthly salary will be commensurate with experience with a minimum starting salary of \$4,750 monthly (\$57,000 annually)
- At LOLA we aim to work a 35 hour work week. Overtime will be paid at 1.5 times regular pay when the hours worked in a week exceeds 40 hours.
- Base salary will be paid via Electronic Funds Transfer, you will be asked to provide your banking information to allow for this;
- Weekly submission of timesheet is required for pay generation;
- You will be eligible for Health benefits plan that will commence three months following commencement of full-time work;
- You will qualify for 2 weeks of paid vacation time, and 5 flex/sick days. In addition, the office will be closed between Christmas and New Years and vacation days between will be gifted from the principals, and the office will be closed for the first week of August aligning with the August long weekend and vacation days will be gifted from the principals;
- Opportunities are available for professional development upon review with the principals.
- A cellular phone allowance of \$65 per month toward base voice, text and data plan will be provided.

MINIMUM REQUIREMENTS & QUALITIES

- Degree in Visual Communication or Graphic Design
- Minimum 2 years of experience ideally in proposal preparation or similar graphic document layout work
- Proficiency with Adobe Suite (In Design, Illustrator and Photoshop) and Microsoft Office
- A collaborative approach in the daily work environment
- Excellent written and verbal communication skills
- Excellent problem-solving and time management skills
- Attention to detail and strong work ethic
- Integrity and good reputation in the industry.