



POSITION

COMMUNICATIONS DESIGNER

Position: Communications Designer

Employment Type: Part-Time (30 Hours per Week)

Contract Type: Permanent Position

Rate of Pay: \$26/hour + Healthcare Benefits

Employment Start Date: ASAP

Application Deadline: Until position is filled

Schedule: Flexible hours within business hours (fully remote)

Location: Creston, British Columbia

About Hello Agency Inc:

Formed in Australia in 2018 and currently headquartered in Canada, Hello Agency is an international creative agency that has worked with businesses, companies, and organizations worldwide - from Germany to New Zealand, Qatar to Canada. Our diverse client base includes local and state governments, political parties, large corporations, small to medium businesses, and not-for-profits across various industries.

We are a people-focused, community-obsessed company that believes effective communication and comprehension are crucial to our clients' success. As a small, nimble agency, we pride ourselves on being personal, responsive, and committed to delivering quality work while maintaining transparent communication.

We follow a11y principles and inclusive design standards across all our work, creating user-friendly and accessible designs, communications, and experiences that brands can take pride in. Our commitment to diversity, inclusion, and Indigenous reconciliation shapes everything we do, from our hiring practices to our creative output.

About the Role:

The Communications Designer will be a versatile creative professional responsible for managing a portfolio of clients across various projects. This all-rounder position requires someone who can seamlessly blend creative design skills with strategic marketing thinking while maintaining excellent client relationships. Full training will be provided across all aspects of the role, making this an excellent opportunity for someone eager to grow in a dynamic agency environment.

Key Responsibilities:

Client Management

- Build and maintain strong relationships with a diverse portfolio of clients
- Manage client communications and project timelines
- Understand client needs and translate them into creative solutions
- Present design concepts and marketing strategies to clients



Design & Creative Development

- Create compelling print and digital communications designs
- Develop comprehensive branding packages for new and existing clients
- Design marketing materials that align with brand guidelines
- Ensure all designs meet accessibility standards (a11y principles)

Web Development

- Build and maintain websites using WordPress and Webflow platforms
- Implement responsive, user-friendly web designs
- Manage website updates and content management systems
- Ensure web accessibility compliance

Marketing Strategy & Execution

- Develop integrated marketing strategies for client
- Create and implement social media campaigns across multiple platforms
- Coordinate traditional media campaigns (radio, newspaper, etc.)
- Write engaging copy for various marketing channels
- Analyse marketing performance and optimize campaigns

Project Management

- Manage multiple client projects simultaneously
- Coordinate project timelines and deliverables
- Collaborate with team members and external partners
- Maintain project documentation and client files

Qualifications & Skills:

Essential Skills:

- Strong visual design sensibility and attention to detail
- Excellent written and verbal communication abilities
- Ability to manage multiple projects and meet deadlines
- Self-motivated with ability to work independently in a remote environment
- Problem-solving mindset and creative thinking abilities
- Commitment to inclusive design and accessibility standards

Technical Requirements:

- Proficiency with Adobe Creative Suite or Affinity Suite
- Experience with WordPress and/or Webflow (training provided)
- Understanding of social media platforms and best practices
- Basic knowledge of HTML/CSS is an asset
- Familiarity with digital marketing tools and analytics



Experience & Education:

- Portfolio demonstrating design and/or marketing work
- Open to entry-level candidates with strong potential and eagerness to learn
- Experience working with not-for-profits or community organizations is an asset
- A Diploma or degree in Design, Marketing, Communications, or related field (or equivalent experience) is not required, but a nice to have.

What We Offer:

- Competitive hourly rate of \$26/hour
- Healthcare benefits package
- Fully remote work environment with flexible scheduling
- Comprehensive training across all aspects of the role
- Professional development opportunities
- Opportunity to work with diverse, meaningful clients
- Supportive team environment in a values-driven agency
- Exposure to international projects and perspectives

Our Commitment to You:

At Hello Agency, we are an equal opportunity employer with a long-standing commitment to hiring individuals regardless of race, gender, sexual orientation, religion, or ability. We believe that everyone deserves an opportunity to contribute and be heard, and we actively work to create an inclusive environment where diverse perspectives drive innovation.

How to Apply:

Interested candidates should submit the following to dylan@helloagency.co

- Resume outlining relevant experience and skills
- Cover letter expressing your interest in the role and Hello Agency
- Portfolio showcasing relevant design and/or marketing work (PDF or website link)
- Brief statement on what inclusive design means to you (maximum 200 words)

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Hello Agency Inc is committed to providing an accessible recruitment process. Please let us know if you require any accommodations during the application or interview process.

Contact: dylan@helloagency.co

Website: <https://helloagency.co>