



MALTON WOMEN COUNCIL (MWC)
Empowered Women, Empowered Communities

Employment Opportunity-Graphic Designer

About Malton Women Council

Founded in 2009, Malton Women Council (MWC) is a registered non-profit organization based in the Malton (Mississauga) Community of Peel Region, in Ontario. Our mandate is to mentor, motivate and mobilize women with the vision of 'empowered women, empowered communities'. We work to increase women's economic security and prosperity; to encourage women's leadership and democratic participation; and to end gender-based violence and discrimination (GBVD). Our clients are South Asian immigrant women from Peel and GTA who experience cultural, social, economical, legal, and systemic barriers to realize their full potential as members of the Canadian society. In the last 16+ years, we have provided opportunities, resources, and a strong platform for women to thrive and excel. Our board, leadership, staff, and volunteers represent the population we serve, which includes victims and survivors of GBV, newcomers and immigrants, individuals from low-income groups and/or with lived experience of mental health issues.

About the Position:

Funded under Canada Summer Jobs 2026, the position of Graphic Designer will contribute towards the communications strategy of the organization, by designing content for programs and services, websites, social media platforms, quarterly publications, and community reports. This is a full-time (35 hours per week) contract-based position, for a duration of 8 weeks, from May 04, 2026, to June 29, 2026. The position requires working remotely, using online platforms such as Zoom meeting. Compensation for this position will be \$17.60/hour.

Job Responsibilities:

- Study design briefs and determine requirements.
- Conceptualize visuals based on requirements.
- Prepare rough drafts and present ideas.
- Develop illustrations and other designs for social media posts, program flyers, online campaigns, newsletters, magazine, and websites.
- Use the appropriate colors and layouts for each graphic.
- Refine images, fonts, and layouts using graphic design software.
- Work with IT and Communications Team to produce final design.
- Test graphics across various media.
- Amend designs after feedback.
- Ensure final graphics and layouts are visually appealing and align with organization's branding requirements.
- Comply with organizational policies and procedures, at all given times.



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- Attend all team meetings and mandatory staff trainings.
- Other duties, as assigned.

Qualifications and Skills Required:

- Strong portfolio supporting a proven knowledge of graphic design and production art for print or web.
- Attention to detail: Strong attention to detail, an inherent eye for design, and the ability to multi-task and produce high quality work.
- Time management: Effective time management skills, with the ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- Collaboration: Ability to collaborate to gather information and design content.
- Computer and technology knowledge (one or more of these): Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Adobe Dreamweaver, Adobe After Effects (Other Video Editing Software), Microsoft Office.

Mandatory Requirements:

Applicants must:

- Be between 15 and 30 years of age at the beginning of the employment period.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Have access to reliable internet and laptop/computer and safe and confidential space to work remotely.

Application Process and Deadline:

If you are interested in this position, please e-mail your resume to info@mwc.community, by 5pm (EST), on Monday, April 20, 2026. **No late applications will be accepted.**

We appreciate the interest of all the applicants, but only those under consideration will be contacted for an interview.