Stephen Lewis Foundation

Championing health and human rights to end AIDS.

GRAPHIC AND WEB DESIGNER

STATUS: Full-Time, Permanent
SALARY: $70,679
LOCATION: Remote within Canada or Toronto, ON (Flexible Hybrid)
APPLICATION DEADLINE: November 9, 2026

ABOUT US

For over 20 years, the **Stephen Lewis Foundation (SLF)** has been a trailblazer in international development and philanthropy, challenging traditional power structures by shifting resources into the hands of local communities impacted by HIV in Africa.

We work to address the inequities that perpetuate the HIV epidemic in Africa by providing funding and allyship to community-led organizations. These local experts, advocates and activists are championing health and human rights every day. Join us in amplifying their impact.

ABOUT THE ROLE

Reporting to the Deputy Director, Communications and Marketing, the Graphic and Web Designer will work collaboratively on developing and producing creative and impactful visual content about the Stephen Lewis Foundation and our more than 90 partners in 14 countries in Africa.

In support of communications, fund development, advocacy and program teams, they will conceptualize and produce design collateral across multiple print and digital channels. A skilled visual storyteller, they will contribute to the growth and reach of the SLF's brand and audience and realization of the SLF's strategic goals, including cultivating a thriving and engaged supporter base and inspiring action.

WHAT YOU WILL DO

Graphic Design

- Designs print and digital content including publication design/layout for reports, fundraising appeals, newsletters, postcards, bookmarks and flyers, programs, event invitations, banners, slides for videos and other creative brand assets
- Creates illustrations, infographics, icons, and graphics, and edits and formats photos to support web and print design
- Designs and updates organization-wide templates for presentations, letterhead, and other creative
- Supports design of social media and email graphics for fundraising and advocacy campaigns

Website Design

- Collaborates with the Digital Content and Website Manager on designs for web content including landing pages for the Stephen Lewis Foundation and Grandmothers to Grandmothers Campaign, donations pages, reports, newsletters, multimedia stories, infographics, photo essays, digital ads, and other creative
- Collaborates with the Digital Content and Website Manager to ensure compliance with Web Content Accessibility Guidelines and standards, and best practices for non-profits

Brand

- Maintains and applies the Foundation's style and brand guidelines and ensures the use of a clear SLF visual identity across all internal and external communications. Advises on emerging trends and best practices.
- Advances brand recognition and continuity for each of the Foundation’s distinct campaigns: Grandmothers to Grandmothers Campaign
- Leads sorting, editing, uploading cataloguing, crediting and tagging, and maintenance of the Foundation's photo, image, illustration and video database; supports an initiative to catalogue and digitize Foundation's photo and video archives
- Leads or advises on photo and video selections by shortlisting selections, as needed, for collaborative review

Collaborative Storytelling

- Works with writers and editors across teams, as well as external photographers and other creative professionals to produce consistent, high-quality design materials
- Actively pitches and produces new and creative ways to tell stories to support communications, fundraising and advocacy goals

Events

- Assists with the organization of SLF virtual and in-person events, including producing creative assets, photography and videography, and other technical and planning support as needed.
- For events and collateral created in partnership with other organizations, acquire and apply external logo and brand requirements as needed

Production

- Supports print production by requesting printer quotes and timelines, as needed
- Designs to specifications by printer or partner, and uploads design files
- Reviews print proofs for brand accuracy and makes recommendations for edits or improvements in collaboration with the larger team.

WHAT YOU BRING

- Strong design skills using Adobe Creative Suite; experience with Canva is also an asset
- Web design skills using WordPress; working knowledge of HTML/CSS is a strong asset
- Creative visual thinker with an ability to design clear and persuasive donor-friendly, omni-channel content for multiple audiences
- Excellent interpersonal and communications skills
- Strong ability to collaborate, learn and adapt with a small, nimble and high production communications team
- Ability to pitch new ideas and approaches to advancing the Foundation's goals through images and visual storytelling
- Ability to offer, receive and implement feedback throughout the creative process
- Strong organizational skills and ability to prioritize projects and meet deadlines
- Strong work ethic and positive attitude
- Illustration, photography and videography skills are strong assets
- Writing, editing and proofreading skills are strong assets
- Experience using Sprout Social and Mailchimp, or similar marketing platforms
- Knowledge of digital marketing tactics including SEO and Google Analytics
- An interest in, and willingness to learn about, global health, human rights, international development, the philanthropic sector and HIV and AIDS
- Ability to think critically about the Foundation's role as storyteller and thought leader
- Personal commitment to the values of feminism, social justice, anti-racism, anti-colonialism, solidarity, collaboration, and gender equality

WHY WORK WITH US?

At the SLF, we value and invest in our team. Here's what we offer:

- **Time off:** 4 weeks of vacation plus sick and personal days; extra days off in December, as well as extra long weekends in summer
- **Comprehensive benefits:** Health, dental, vision, life insurance, employee assistance program
- **Flexibility:** Hybrid remote work options and flexible hours
- **Parental and sick leave:** Top-up for maternity/parental leave and sick leave
- **Competitive wages:** Certified by the Ontario Living Wage Network

HOW TO APPLY

Submit your **cover letter** and **résumé** to careers@stephenlewisfoundation.org. Please include "Graphic and Web Designer – Full Name" in the subject line.

While we thank all applicants for their interest, only those selected for an interview will be contacted.

We are committed to an inclusive and accessible recruitment process. If you require an accommodation at any stage of the recruitment process, please let us know.

ADDITIONAL INFORMATION

This is an existing vacancy. We do not use artificial intelligence in our hiring process.

Applicants must be legally entitled to work in Canada and be fully vaccinated against COVID-19, subject to valid exemptions.

OUR COMMITMENT

The **Stephen Lewis Foundation** promotes feminist and anti-oppression principles and is deeply committed to diversity and inclusion. We welcome applications from individuals who identify as:

- People with lived experience of HIV
- Racialized persons/persons of colour
- 2SLGBTIQ+ individuals
- Indigenous peoples
- Persons with disabilities
- Women