



## DIGITAL GRAPHIC DESIGNER – CURRICULUM DEVELOPMENT

**Type of Position: Full-Time, Permanent**

**Closing Date: Until position is filled**

**Location: Happy Valley-Goose Bay**

**Reports to: Director of Programs**

Located in the breathtaking community of Happy Valley-Goose Bay, affectionately known as the “Heart of Labrador”, Mamu Tshishkutamashutau Innu Education (MTIE) is dedicated to supporting the educational journey of the Innu Nation. With two vibrant schools in Natuashish and Sheshatshiu, MTIE serves approximately 1,000 students from kindergarten to Grade 12, fostering a culturally grounded and student-centered learning environment.

We are seeking a creative and collaborative Digital Graphic Designer – Curriculum Development to contribute as a part of the MTIE Implementation Team. Reporting to the Director of Programs, this role supports the development of engaging, culturally grounded digital learning materials that reflect Innu knowledge, values, and contemporary educational practices.

Working closely with curriculum developers, educators, and members of the MTIE Team, the Digital Graphic Designer translates curriculum concepts into visual, digital, and multimedia formats that enhance learning, accessibility, and student engagement. This role plays a key part in ensuring that MTIE learning materials are visually coherent, pedagogically aligned, and culturally respectful.

### Key Responsibilities

#### Visual Design & Curriculum Production

- Design and produce digital graphics, illustrations, layouts, and other visual assets for MTIE curriculum materials.
- Collaborate with curriculum developers to translate curriculum concepts and learning outcomes into engaging, culturally grounded visual content.
- Create digital learning resources including presentations, worksheets, newsletters, interactive content, and online modules.

#### Collaboration & Cultural Alignment

- Work closely with curriculum developers, educators, and cultural advisors to ensure materials reflect MTIE’s branding, cultural values, and educational goals.
- Integrate feedback from educators and Implementation team leads, refining visual assets as curriculum materials evolve.
- Support culturally respectful design practices, ensuring imagery and visual narratives align with Innu knowledge and community expectations.

#### Accessibility, Quality, & Digital Asset Management

- Serve as the organization’s Website Administrator, overseeing routine updates, content management, user experience enhancements, and coordination with internal teams to ensure accurate and engaging online presence.
- Apply accessibility and inclusive design principles to ensure materials are clear, readable, and suitable for diverse learners.
- Maintain organized digital files, templates, and asset libraries to support consistent curriculum development.
- Contribute to the ongoing development and upkeep of MTIE’s visual resource library.

## Other

- Perform other duties and responsibilities as necessary in the performance of the position and as assigned by the Director of Programs.
- Awareness of and ability to demonstrate cultural awareness and sensitivity
- Ability to integrate cultural knowledge into planning and program design recommendations.
- Follow all MTIE Policies and Procedures.
- Understand and follow human resources policies through respectful behaviours and actions aligned with the culture and values of MTIE.

## Skills and Qualifications

### Education & Experience

- Post-secondary education in graphic design, digital media, visual arts, or a related field, or a combined relevant education and lived experience.
- Experience using digital design tools (e.g., Adobe Creative Suite, Canva, or similar platforms).
- Experience designing for educational, instructional, or learning environments is an asset.
- Experience with video editing to produce engaging video content, from storyboarding to final edit.
- Familiarity with Indigenous art, visual storytelling, or culturally grounded design approaches is a strong asset.
- Ability to manage multiple projects and meet timelines in a collaborative environment.

### Personal Attributes

- Creative, detail-oriented, and open to collaboration.
- Respectful of Innu culture, language, and community knowledge.
- Comfortable working with educators and non-designers to bring ideas to life visually.
- Willing to learn and adapt within a community-driven education environment.
- Cultural understanding and ability to work in an Innu or Indigenous context, appreciating the cultural significance for relational accountability, transparency, and cultural humility are strong assets.
- Superior ability to collaborate well with others and work towards consensus-based decision-making.
- Excellent organizational skills with the ability to effectively prioritize competing deadlines.
- Proficiency in Microsoft Office (Word, Excel, Outlook).

### Other Requirements:

- Display a commitment to the values and culture of MTIE.
- Ability to provide a clear criminal record and vulnerable sector check.
- Eligibility to work in Canada.

### Compensation and Benefits:

- Competitive salary.
- Extended Christmas and Easter closures, cultural leave allowance.
- Comprehensive benefits package.

All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications through Indeed, or directly through [applyvia@mp.ca](mailto:applyvia@mp.ca).

We are dedicated to an inclusive, culturally safe, and accessible hiring experience. Applicants who require accommodations at any stage of the process are encouraged to reach out so we can support full and fair participation. While we appreciate all interest for this role, only applicants who meet the above criteria will be contacted for an interview.