



Graphic Designer and Communications Coordinator

Determinate Position—1 Year Contract, Communications Division, Current Vacancy

About Us

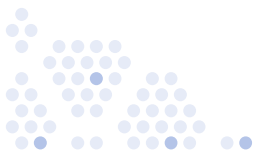
SNOLAB is Canada's deep-underground science laboratory, located at a depth of 2 kilometers in Vale's Creighton Mine near Sudbury, Ontario. The facility supports world-class astroparticle physics research and has attracted innovative life science and quantum technology programs. SNOLAB operates in a controlled, air-conditioned clean-room environment, supported by a suite of surface facilities and laboratories, supported by a multidisciplinary team of scientists, engineers, skilled tradespeople, technical staff, and support staff.

By hosting and enabling the world's most advanced and sensitive underground experiments, SNOLAB bolsters Canada's scientific reputation, attracts new talent to our country and Northern Ontario, trains more highly skilled people, provides more opportunities for Canadian researchers to lead international projects, and generates economic benefits for Ontarians and Canadians.

About the Role

The Graphic Design and Communications Coordinator acts as a subject matter expert in guiding the development and implementation of SNOLAB's corporate visual identity both internally and externally. The role is responsible for developing high quality visual assets that support SNOLAB's brand, communications and outreach objectives. The role leads the design of digital and print assets including reports, presentations, marketing materials, web graphics, and signage, ensuring consistency with established brand standards and accessibility best practices. This role also collaborates with the broader Communications Group to support the delivery of SNOLAB's communication strategy.

- Lead the design, development, and production of high-quality digital and print assets including but not limited to reports, presentations, marketing materials, web graphics, signage, marketing assets, and event materials, ensuring alignment with organizational priorities and communication objectives
- Apply, uphold and continually reinforce SNOLAB's visual identity and brand standards across all outputs.
- Ensures consistency, professionalism, and alignment with organizational values.
- Integrate best practices in visual design, accessibility and inclusive communication to ensure materials are effective for diverse audiences.



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- Support the development review, and enhancement of written materials including but not limited to web content, internal communications, and promotional materials, ensuring alignment with visual and brand standards.
- Collaborate with staff, students and user groups to translate complex technical and scientific information into clear, compelling, and accessible visual and written formats for a range of audiences.
- Manage multiple projects simultaneously, adhering to established priorities, coordinating timelines, and ensuring deliverables meet organizational needs and deadlines.
- Coordinate with vendors and service providers to oversee the production, quality, and timely delivery of printed and digital materials.
- Contribute to the ongoing development and maintenance of the SNOLAB website and social media platforms, ensuring visual consistency and alignment with communication strategies.
- Support the planning and execution of professional photography and videography initiatives, including capturing and curating visual content for organizational use.
- Provide photography support for events, and other organizational activities, ensuring high-quality visual documentation that is aligned with brand standards.
- Monitor emerging trends, tools, and best practices in graphic design and digital communications, recommending improvements to enhance effectiveness and audience engagement.
- Support the execution of broader communication strategies through the development of visually compelling materials.

Closing Date: May 15, 2026

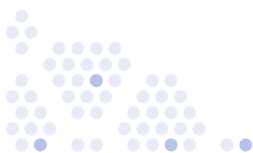
Applications will be accepted until **11:59pm Eastern Time**.

Education and Experience:

- College Diploma or Bachelor's degree in Graphic Design, Visual Arts, Digital Media, Communication, or related discipline.
- One to three years of experience in a graphic design related position.
- Previous experience in communications and/or public relations is considered an asset
- Previous experience in a science/research organization is considered an asset.

Knowledge, Skills and Abilities:

- Expert knowledge in design principles, visual communication and brand application
- Strong verbal and written communication skills, ability to edit, proofread, and refine content. Advanced knowledge of design and communications best practices, including accessibility standards and inclusive design.



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- Expert-level competency and skill in graphic design software (Adobe Suite required, Canva required).
- Proficiency in website management systems (e.g., WordPress) and digital content publishing.
- Ability to manage multiple projects, establish priorities and meet deadlines efficiently.
- Proficiency in photography and videography coordination, including asset management and content organization.
- Experience collaborating with interdisciplinary teams.
- Strong organizational and time management skills, with ability to balance competing priorities effectively
- Ability to work independently with minimal supervision while contributing positively to a collaborative team environment.
- Experience managing social media platforms for engagement and reach.

Salary Range: \$73,373 - \$86,469 per annum

Total Rewards:

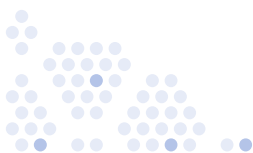
- Employer paid dental, extended health, vision care, emergency travel assistance, Employee Assistance Program (EAP), Life Insurance, and supplementary Wellness Benefits.
- Excellent Employee Pension Plan
- Disability benefits, and optional additional Life insurance and Accidental Death & Dismemberment (AD&D)
- Generous paid time off
- Maternity and paternity leave supplement pay

All applications must be submitted to jobs@snolab.ca. **Please do not fax or mail your applications.** By applying to the e-mail address, your application becomes available to managers immediately. Interested candidates should include a cover letter and resume.

SNOLAB thanks all applicants for their interest, however, only those candidates considered for an interview will be contacted.

SNOLAB is committed to equity in employment and encourage applications from all qualified applicants, including women, Indigenous persons, members of visible minorities and persons with disabilities. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.

SNOLAB will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs.

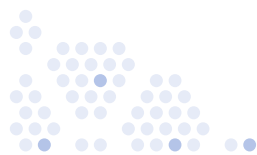


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Further information about SNOLAB may be found at www.snolab.ca

SNOLAB is located on the traditional territory of the Robinson-Huron Treaty of 1850, shared by the Indigenous people of the surrounding Atikameksheng Anishnawbek First Nation as part of the larger Anishinabek Nation.

We acknowledge those who came before us and honour those who are the caretakers of this land and the waters.



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