Digital Design Specialist

Autism Ontario is a charitable organization with a history of over 50 years representing the thousands of people on the autism spectrum and their families across Ontario. Autism Ontario is the province's leading source of information and referral on autism, and one of the largest collective voices representing the autism community. Our mission is to create a supportive and inclusive Ontario for autism, and we value collaboration, respect, accountability and being evidence informed.

Job Summary:
Title: Digital Design Specialist
Location: Hybrid; primarily remote, but with occasional travel to Toronto Provincial Office or a regional office as needed
Reports to: Chief of Strategic Initiatives
Hours: 37.5 hours per week
Salary: $68,000 - $72,000/year
Duration: One-year contract
Role: New Role

Position Summary:
The Digital Design Specialist will be responsible for building the educational content through multiple mediums that inspires and engages our community while improving access to learning and information. As the Digital Design Specialist, you will lead visual, digital, and interactive design to craft compelling and engaging stories to elevate the learning experiences and resources for learners, professionals, and caregivers. You will work collaboratively with staff, professionals, community partners, and stakeholders to coordinate and successfully increase awareness of Autism Ontario's learning resources.

Key Responsibilities

- Lead the development, graphic design, interactive design, and execution of Autism Ontario's educational content including design planning and layout for both English and French resources.
- Lead the analysis of educational content feedback including engagement rates, learner interaction data, feedback, surveys and other metrics.
- Ensure that all content and digital media align with Autism Ontario's established brand standards, accessibility requirements, and user experience best practices.
- Collaborate with stakeholders including Instructional Designers, Digital Media Producers, and subject specialists to design and develop educational resources, interactive learning experiences, multimedia assets, and digital tools.
- Recommend timely immediate, short-, and medium-term strategies and actions to address issues and/or opportunities to enhance digital learning experiences, accessibility, and user engagement with educational resources.
- Create digital content visual resources, multimedia assets, and interactive learning materials as determined in collaboration with subject matter specialists.

- Ensure consistency, accessibility, and visual quality across Autism Ontario educational resources and digital learning assets.
- Design and develop interactive educational resources, e-learning assets, infographics, visual toolkits, and multimedia learning materials that support knowledge sharing and learner engagement.
- Provide ongoing support to staff on media best practices and recommend strategies to expand current reach and engagement.
- Other duties as assigned.

Qualifications:

- Bachelor's Degree or post-secondary education in communications, graphic design or a related discipline
- Minimum 2-5 years of digital and graphic design experience is required
- A combination of education and relevant experience will be considered.
- Creative, innovative thinker and a hands-on team player with a flexible and willing can-do attitude who adds value and can balance diverse projects and priorities.
- Considerable experience using Adobe Creative Cloud applications (Photoshop, Illustrator, InDesign), Microsoft Office Suite, web-based platforms such as Canva, and digital content or e-learning authoring tools.
- Strong written, verbal, and visual communication skills with the ability to create engaging user-centric visual and digital experiences.
- Knowledge and skills related to cultural diversity and competence.
- Strong organizational skills with the ability to work within tight deadlines, approach change with a flexible mindset and prioritize competing deadlines.
- Client focused with excellent interpersonal and relationship-building skills; fosters collaborative relationships across all levels of the organization and with external stakeholders.
- Fluency in written and oral French is an asset.
- A proven track record of working with community service providers within a charitable organization is preferred.
- Demonstrated commitment to principles of social justice, neurodiversity, equity, inclusion, anti-racism, anti-Black racism, anti-ableism.
- Knowledge of applying the *Accessibility for Ontarians with Disabilities Act* to digital communications is preferred.

Autism Ontario offers a great work-life balance and comprehensive benefits. Some of the perks of joining our team include:

- Flex Hours
- Hybrid working model

- Semi-casual dress code
- 3 weeks vacation, plus years of service days
- 10 paid personal days
- Competitive Benefits Package with Healthcare spending account (including Health, Dental, EAP, Vision and more from day 1)
- Employer matching TFSA and RRSP Contributions
- Professional development opportunities
- In person team building activities
- A workplace culture that promotes both wellness and engagement
- You'll be joining a team of passionate individuals who are looking to make a difference.

Interested candidates should submit a resume and cover letter by accessing the following link https://recruiting.ultipro.ca/AUT5100ASCO/JobBoard/519b9092-931e-4a7a-9dfc-8e02a0d5a869/Opportunity/OpportunityDetail?opportunityId=d19e6f7e-d4d0-47a5-8d82-0a49eae6cb5e before November 16th, 2026. We thank everyone for their interest in this position; however, only those candidates invited to interview with us will be contacted.

Please note that Autism Ontario may utilize AI-based tools during the recruitment and selection process to enhance the efficiency and effectiveness of our hiring procedures.

Autism Ontario is an equal opportunity employer committed to maximizing the diversity of our organization and actively encourages individuals on the autism spectrum and from all equity deserving groups to apply. We welcome qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans status or any other legally protected factors.

Autism Ontario is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Autism Ontario will make accommodations available to applicants with disabilities upon request during the hiring process.