

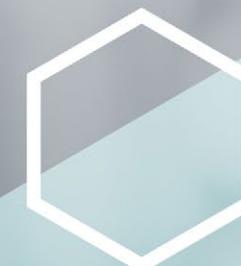
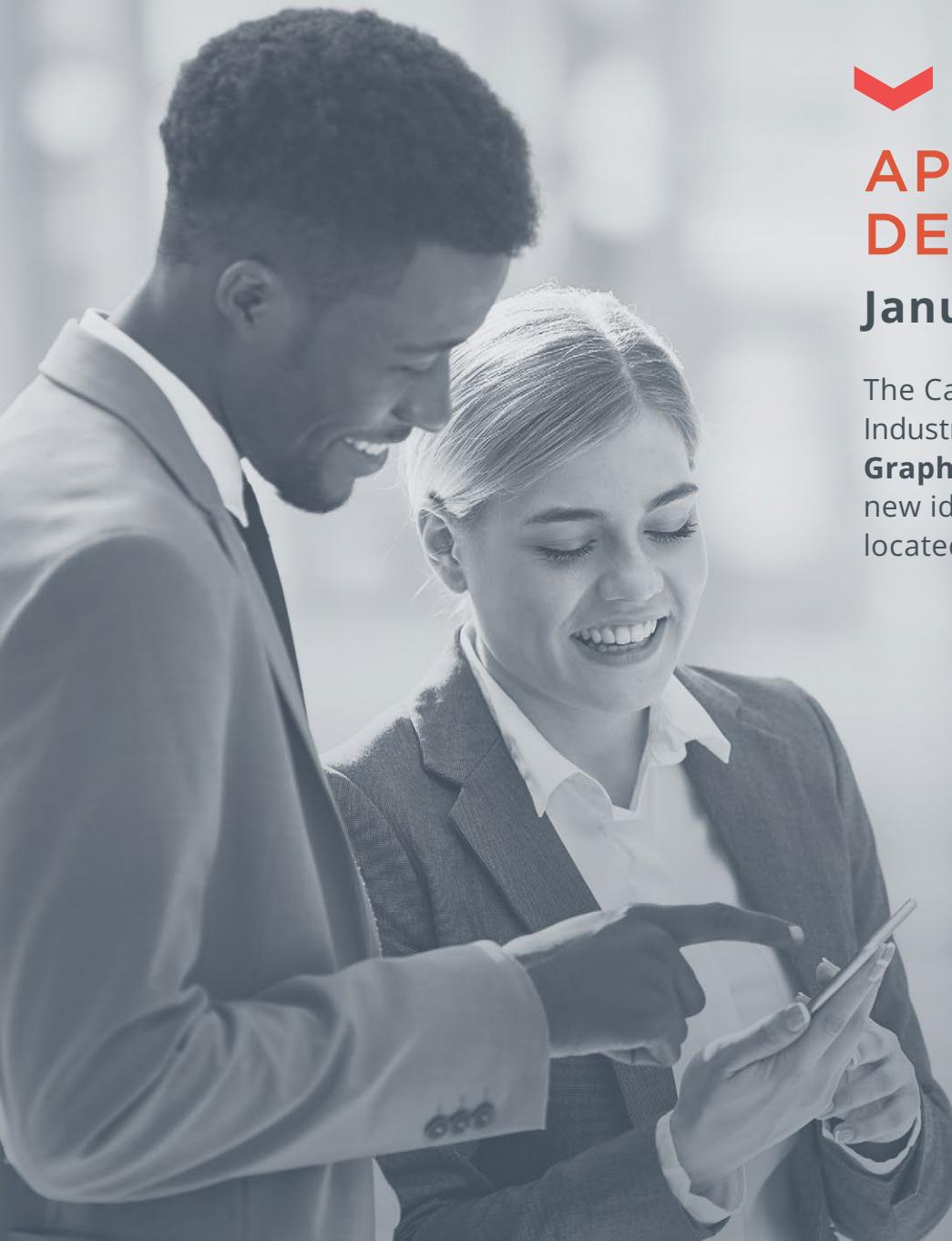


CADSI Graphic Design Student



## APPLICATION DEADLINE: January 23, 2026

The Canadian Association of Defence and Security Industries (CADSI) is seeking a creative and motivated **Graphic Design Student**, with the fresh skills and new ideas to join our small and mighty team located in downtown Ottawa.





## YOUR MISSION

The successful candidate will report to the Senior Graphic Designer. Their primary focus will be to assist the Senior Graphic Designer and Graphic Design Coordinator in managing a diverse portfolio of creative projects, while maintaining all CADSI brand standards and guidelines. Additionally, they will aid the graphics team in producing visually compelling materials that continue to elevate the CADSI brand and help to communicate our message in a creative and purposeful way. The specific allocation of tasks may vary over the course of the placement, depending on project requirements, priorities and overall needs.

Your work will include:

- » **Project Management:** Coordinate the workflow of graphic design projects from conception to completion, ensuring deadlines are met and deliverables are of high quality.
- » **Collaboration:** Work closely with the Senior Graphic Designer, Graphic Design Coordinator, as well as cross-functional teams, including marketing, communications, and events, to understand project requirements and deliver effective design solutions.
- » **Brand Standards:** Assist in keeping CADSI's messaging clear and visually consistent across materials and channels.
- » **Creative Solutions:** Shaping marketing collateral and providing additional graphics support for the delivery of all CADSI events, including [CANSEC](#), [Canadian Armed Forces Outlooks](#) and [Cyber and Digital Outlooks](#).
- » **Quality Control:** Conduct thorough reviews of design work to ensure accuracy, consistency, and adherence to brand guidelines.
- » **Stay Current:** Keep abreast of industry trends, and new technologies to continuously improve design processes and output.

Above all, you must be willing to learn through hands-on experience. You will have many opportunities to develop new skills with the support of CADSI's highly collaborative team. Our well-established learning culture encourages every employee to expand their capabilities while supporting one another.





## YOUR EXPERIENCE & QUALIFICATIONS

- » Completed coursework in graphic design principles, typography, color theory, and digital illustration.
- » Proven experience in graphic design, with a strong portfolio showcasing a range of design projects.
- » Excellent oral and written communications skills, including a demonstrated ability to proof projects for spelling and grammatical errors.
- » Ability to creatively deliver content in new and memorable ways to a variety of audiences, via both printed materials and digital formats.
- » Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign, ).
- » Strong organizational skills and attention to detail, with the ability to manage multiple projects simultaneously.
- » Excellent project management and organizational skills, with the ability to manage time under pressure.
- » Ability to work for, engage with, and/or take direction from multiple stakeholders (internal team, members, government, etc.) while continuously managing priorities.
- » Creative problem-solving abilities and a proactive approach to addressing challenges.
- » Knowledge of file preparation for print and digital media.
- » Strong attention to detail and commitment to high-quality design
- » Capable of working confidently in a team setting or individually.

You can set yourself apart from other candidates if you have:

- » Experience using Office365, including SharePoint.
- » Experience in basic video production, photography, coding and/or Figma.
- » An ability to communicate in both official languages.
- » Some knowledge of – or experience with – the defence, security, and cyber security industries, the Canadian government, or the Canadian military.





## COMPENSATION

This position is a temporary, six-week placement offering an hourly rate of \$25 and requiring a commitment of 40 hours per week.

The duration of the position may be extended based on organizational needs and other circumstances.





## YOUR WORKING ENVIRONMENT

You will work in a newly renovated, open-concept and climate-controlled office environment in downtown Ottawa. We have flexible hours that combine in-office and remote-based work, depending on our event production timetable and other projects.

CADSI is committed to building diverse, equitable, inclusive, flexible, and accessible working environment. CADSI welcomes those who would contribute to the further diversification of staff, including, but not limited to, women, racialized persons, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity.



## HOW TO APPLY

To be considered for this position, please submit your portfolio, resume and a cover letter of no more than two pages that addresses the following points:

1. Why you want to work for CADSI.
2. How your background and skills ideally suit you to this position.

Submissions should be directed to **Victoria Doak**, Senior Graphic Designer, and submitted by email to [applications@defenceandsecurity.ca](mailto:applications@defenceandsecurity.ca) by no later than midnight EDT on **Friday, January 23, 2026**.

Only applicants who are selected for an interview will be contacted.





## ABOUT CADSI

The Canadian Association of Defence and Security Industries (CADSI) is the national voice representing Canada's defence, security, and cyber sectors. CADSI works closely with government and industry partners to advocate for Canadian interests, create business opportunities, and deliver globally recognized events such as CANSEC, CAF Outlooks, and the Canada Pavilion Program at leading international exhibitions.

[defenceandsecurity.ca](http://defenceandsecurity.ca)

