

Volunteer Position Description

Graphic Design

DESCRIPTION

Reports to: Development Director and/or Executive Director

Commitment: 6 month minimum commitment, up to 5 hours per week

Work Location: Varies based on software needs

PURPOSE

Graphic Design volunteers assist in the creation of marketing and program communications for EBHS. Adoption promotion flyers, handouts, brochures, event signage, newsletters and graphics are all types of documents these volunteers help us create. This is an excellent opportunity to gain or share experience to build or add to a resume or portfolio. The Graphic Design volunteer will assist in the creation of marketing and program communications. The Graphic Design volunteer should be able to work both independently and on a collaborative team which supports the philosophies and mission of Elmbrook Humane Society (EBHS).

RESPONSIBILITIES

- Work independently and on a collaborative team which supports the philosophies and mission of Elmbrook Humane Society (EBHS).
- Support the creation of EBHS internal and external communication materials. Communication materials include but are not limited to: Fundraising programs and communication efforts, event signage, registration forms, adoption programs, direct mail, newsletters, website content, social media content
- Provide logo design development for special events
- Provide program communication distribution support

QUALIFICATIONS

- Knowledge and experience in Graphic Design; portfolio of work available upon request
- Proficiency in Photoshop, Adobe InDesign, and Microsoft Office: Word, Publisher, PowerPoint
- Excellent written and verbal communication skills
- Strong attention to detail and organizational skills
- Ability to work as part of a team and independently within framework provided
- Ability and desire to work in a fast paced, changing environment
- Able to be available flexible hours
- Must be 18 years or older
- Hours are flexible between the hours of Monday thru Friday, 9am – 6pm and Saturday/Sunday, 10am – 5pm. If a personal computer and software is had, potential for additional flexibility in hours.
- EBHS requires all native files be sent to the Development Director.

Graphic Design volunteers will have the ability to utilize all communication materials that have been posted externally in their portfolios.