



# **VOLUNTEER JOB DESCRIPTION**

## **GRAPHIC DESIGNER**

### **Key Responsibilities:**

- ✿ Design and update organization's printed materials. Ex: brochures, event flyers, newsletters, stationary, and more.
- ✿ Design and update information on organization's Web site as assigned
- ✿ Work directly with the Marketing Department on a daily basis creating/updating design materials supplied by project managers from Marketing, Finance & Programs departments

### **Impact**

- ✿ The Graphic Designer role is crucial in helping the Chapter communicate its mission and engage others in the Society's mission.

### **Sustained Outcome**

- ✿ The Graphic Designer will be creating materials that the Chapter will use for years to come. By marketing the Chapter's efforts, you are helping the Society to spread the word about MS and help the National MS Society achieve its goal of a world free of MS.

### **Training**

- ✿ Initial volunteer orientation is provided along with staff and Chapter introduction and an overview of basic office equipment required to perform this position (i.e. fax machine, copier, etc...). Ongoing feedback and training is available from your staff point of contact and the Volunteer Specialist.

### **Support**

- ✿ Society staff as needed

### **Commitment**

- ✿ Office hours are Monday thru Friday 9:00 a.m. to 5:00 p.m. Hourly commitments are flexible depending on availability. Depending on the software available, most of this work may be able to be completed from home.

## **Qualifications**

- ✦ 1-2 years experience as a Graphic Designer and a degree in graphic design or related field with a portfolio of your work
- ✦ Expertise in the following design software: Photoshop CS2, Illustrator CS2, InDesign CS2
- ✦ Understanding of Web design and HTML required and must have the ability to produce creative design solutions within the constraints of the Web
- ✦ Understanding of the print process, while demonstrating a strong sense of design, typography, and organization
- ✦ An understanding of branding