

GRAPHIC DESIGNER VOLUNTEER

OVERVIEW

As a volunteer with LCRC, you will report directly to the Executive Director and work with the Marketing/Communications Volunteer team on projects involving graphic design for the marketing of services for Lift Career Resource Center. This will include developing the artwork and graphics for marketing materials, brochures, and visual designs to create awareness of LCRC's service and brand across a wide variety of social media and marketing platforms.

DUTIES/RESPONSIBILITIES

- Development of Marketing Materials
- Development of Promotional Brochures
- Development of Flyers/Promotional Materials for Special Events
- Development of graphics for Social Media & Website (As Needed)
- Development of logos and other designs using software
- Special Projects as Needed
- Ability to attend workshops/seminars for professional development
- Review design proposals and determine requirements
- Conceptualize visuals based on requirements
- Plans concept by studying information and materials
- Obtain approval of concept by submitting the rough draft for layout. Present ideas.
- Amend designs after feedback
- Obtain quotes for producing marketing materials;
- Completes projects by coordinating with outside agencies, art services, printers, etc.
- Pick-Up completed graphic design projects from vendors (as needed)
- Research/design items for giveaways at vendor events and at LCRC events.
- Ability to attend workshops/seminars for professional development

SKILLS/DESIRABLE QUALIFICATIONS

LCRC desires that the Graphic Designer have Graphic Design Skills, Layout Skills, Creative Skills, Service Focus, Flexible, Attention to Detail, Ability to Meet Deadlines, Knowledge of Graphic Design Software, Excellent Written and Verbal Communication Skills Proficient in Microsoft Office and GSuite.

WORKING HOURS: The LCRC Graphic Artist will give approximately 2 to 4 hours per week. This schedule may be subject to change based on the needs of LCRC.

SKILLS/DESIRABLE QUALIFICATIONS:

The LCRC must be Proficient in MS Office ,Google Suite, Information Technology Experience (preferred) . It is LCRC's desire that the ideal candidate will have the ability to multi -Task, work in a fast paced environment, meet deadlines, have excellent customer service focus, ability to work in a team environment and independently. Excellent technical skills, quick learner, flexible, and possess excellent communication skills. Proficient in Microsoft Office and GSuite.

WORKING HOURS: Approximately 4- 5 hours per week. This schedule may be subject to change based on the needs of LCRC.

