



Graphic Design Project Volunteer

Volunteer Position Description

Position & Responsibilities

Role Summary

The Graphic Design Project Volunteer collaborates with a team to complete graphic design of Tubman's Annual Report, with both print and online components, to share valuable information about the agency with stakeholders, community members, and more. This project has meaningful impact throughout the year and a broad community reach, and it could be used in personal graphic design portfolios.

Impact & Benefits

- Have a direct impact by increasing support and awareness about Tubman and its services
- Gain experience working within a Communications department in a local nonprofit setting
- Create marketing materials with broad reach that can be used in personal portfolios

Position Responsibilities

- Collaborate with the Communications team to plan the project, including website or social media graphics, charts or graphs, other design assets, and a completed published report for direct mail.
- Complete the designated projects with professionalism and attention to detail, ensuring that the Communications team is involved in design choices and approves final materials.
- Communicates with Tubman staff throughout and meets deadlines as assigned.

Qualifications & Expectations

Position Qualifications:

- Background in graphic design, marketing, or communications
- Demonstrated graphic design experience, access to Adobe Suite
- Excellent communications skills and strong attention to detail
- Ability to work independently and to collaborate with teams
- Ability to work with diverse teams and clients to foster a culturally inclusive environment

Time Commitment & Availability

- Flexible schedule with some weekday daytime hours required.
- Project time frame is early 2019, with final publication by early March 2019.

Supervision & Training

- Supervised by Tubman's Communications Director

Organization

For 40 years, Tubman has been leading the way to hope for women, men, youth and families who have experienced relationship violence, sexual exploitation, addiction, mental health challenges or other trauma. We provide countless ways to help including safe shelter, legal services, mental and chemical health counseling, elder abuse resources, youth programs, community education and much more. www.tubman.org

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.