

# Graphic Designer

## Volunteer Position Description



### **Summary**

As a Graphic Designer with The Shoebox Project for Women, you will be helping to create engaging and on-brand graphics for a variety of media platforms for the National Head Office in their efforts to support women impacted by homelessness across North America.

### **Duties & Responsibilities**

- Study design briefs and determine requirements
- Schedule projects and define budget constraints
- Conceptualize visuals based on requirements
- Prepare rough drafts and present ideas
- Develop illustrations, logos and other designs using software or by hand
- Work with brand guidelines and layouts for each graphic
- Work with Executive director/staff to produce final design
- Amend designs after feedback
- Ensure final graphics and layouts are visually appealing and on-brand

### **Qualifications**

- Post-Secondary education in Graphic Design a must
- Proven graphic designing experience
- A strong portfolio of work
- Proficient in design software and technologies (such as InDesign, Illustrator, Dreamweaver, Photoshop)
- A keen eye for aesthetics and details
- Excellent communication skills
- Ability to work methodically, independently and to be able to meet deadlines as outlined
- Ability and willingness to work with the staff at National Head Office on concepts for upcoming campaigns
- A strong understanding of The Shoebox Project for Women mission and vision and desire to help conceptualize it for the public

**Technology Capabilities Requirement:** Remote access ability. You will be required to use your own computer/laptop with design software and will need to have access to an email account that you will use to conduct Shoebox related correspondence on our behalf.

**Screening Requirements:** Volunteer Application, Portfolio, Interview, Reference Check

**Time Commitment:** 10-12 hours per month

**Duration:** Minimum 6 month commitment

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**Training & Supervision:** Training provided through video conference or in person when able, written processes. Training & Supervision conducted by the Chapter's Local Coordinator

**Benefits of Volunteering:** Utilize your professional skills to play an active role in helping women impacted by homelessness, build valuable skills that are transferable, be a positive member on a team, gain experience, letter of reference may be provided if requested, upon completion of commitment duration.

*We value and are strongly committed to equity, inclusion and diversity within our organization. We welcome and encourage applications from all gender identities and expressions, LGBTQ+, religious backgrounds, people of colour, Indigenous peoples, and persons with disabilities. Should you be in need of any accommodation please let us know by phone or email. Accommodations will be made upon request wherever possible and all information provided will be handled confidentially.*