

Title: Graphic Designer

Reports to: Director of Marketing

Position Type: Volunteer position

Contact: Send questions to yanet.velazquez@hopestrong.org



Duties and Responsibilities:

- The Graphic Designer is responsible for developing designs to showcase HoPe.
- Implement Graphic Design annual plan
 - Collaborate with Director of Marketing to determine the scope of initiatives and projects
- Align design with the HoPe branding message
- Develop and maintain image bank for HoPe
- Develop graphics for programs, events, logos, and websites
- Develop and maintain presentation templates (ie: Powerpoint, Prezi)
- Create infographics
- Once a project has been approved, provide to Director of Marketing for printing in a timely manner
- Maintain database of Graphic Designs
 - Via Google Drive
 - Via DropBox
 - HoPe provided external Hard Drive

Qualifications:

- College student or young professional
- Demonstrated interest/experience in the Graphic Design field
- Outstanding written and verbal communication skills in English required
- Energetic, personable, and creative with an ability to relate well to diverse populations
- Deadline oriented and able to take initiative and work well under pressure
- Strong ability to plan and manage multiple projects with high attention to detail
- Excellent time management skills
- Ethical and moral character
- Innovative and creative
- Proficiency in Microsoft Office, Google Drive, Adobe Illustrator and Photoshop required.
- Must be willing to commit for the whole 2017-2018 academic year
- Strong commitment to HoPe's mission and values

Time Commitment:

- 5-7 hours per week.

**We are open to working with academic institutions for this position to count as internship credit. Please indicate in application if you are interested in pursuing this.*