



Volunteer Position Description

Graphic Designer

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.	
Work Location	Remote from within Canada
Position Grade	1; no background check required
Purpose of the Position	Enhance HSI/Canada's animal protection efforts by producing creative campaign visuals while providing occasional ad-hoc graphic design and/or desktop publishing support.
Volunteer Responsibilities	<ul style="list-style-type: none"> Produce promotional materials for events, such as posters, roll-up banners and flyers Design the layout for reports, brochures, flyers, etc. Create infographics for specific campaigns
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> Physical difficulty is level 1; work occurs in an office/home office setting Mental difficulty is level 3; requires experience using design software, strong communication skills and the ability to work independently Emotional difficulty is level 2; volunteer will be exposed to some emotionally-distressing issues at a minimal level
Expected Environmental Conditions	Remote/at home
How Often Volunteers Work On-site	n/a
Orientation/Training	Volunteers will be given an orientation on the organization, HSI/Canada's programs, and guidance as they carry out projects.
Learning Opportunities	<ul style="list-style-type: none"> Develop or strengthen knowledge of animal welfare issues in the Canada Strengthen graphic design and/or desktop publishing skills Build up a design portfolio, especially for inexperienced designers
Position Start Date	Flexible
Initial Minimum Commitment	Work is on an <i>ad hoc</i> basis; commitment is a few hours per month for a minimum six-month commitment
Scheduling Guidelines	Schedule is flexible
Qualifications/Requirements for Volunteer Applicants	<ul style="list-style-type: none"> Demonstrable good graphic design and/or desktop publishing skills Able to work well independently Able to follow instruction, work within parameters of the organization's branding guidelines and produce high-quality work on short notice An affinity with animal protection and the objectives of HSI/Canada
Restrictions	<ul style="list-style-type: none"> Must be at least 18 years of age Must have access to a computer with Microsoft Office and/or Google Docs, Adobe InDesign, and access to the Internet Must be able to learn and follow guidelines and policies of The HSUS and HSI/Canada, and follow directions given by staff
Tools/Equipment Provided (including Personal Protective Equipment)	n/a
Optional Tools/Equipment	n/a

Supervisor(s)	Office & Volunteer Manager, Mary-Helen Paspaliaris: mpaspaliaris@hsi.org
Number of Concurrent Volunteer Openings	3
Additional Information	
Updated	26.04.2017