



## Volunteer Position Description

### Graphic Designer

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

<b>(including Personal Protective Equipment)</b>	
<b>Optional Tools/Equipment</b>	n/a
<b>Supervisor(s)</b>	EU Executive Director
<b>Number of Concurrent Volunteer Openings</b>	3
<b>Additional Information</b>	
<b>Updated</b>	26.08.2016