



## Virtual Volunteer Position Description

**Title/Position:** Graphic Designer/Layout Specialist

**Goal of Position:**

-  To provide graphic layouts for Digital Sisters' promotional materials and activities.
-  To assist in developing a media kit.

**Sample of activities**

- ♀ Designing and layouts of various fliers, brochures and newsletters.
- ♀ Developing layouts for web based and email newsletters.
- ♀ Developing page layouts for annual reports, monthly reports, and newsletters.

**Time frame:**

Length of commitment: October 1, 2003 to Fri September 30, 2004

Estimated total hours: 200 to 1000

Scheduling

- At discretion of volunteer

**Worksite:**

Offsite, designers' discretion home or office.

**Qualifications Sought:**

Excellent interpersonal, organizational, oral & written communication skills; self-motivated, disciplined, & aggressive. Must be able to multitask and the ability to fax or email materials as needed. Good layout, eye for color, design presentation, creativity, assertiveness, tenacity, integrity & follow through are requested qualities. Technology skills, innovative and able to finish or complete a project on time. Previous experience in advertising, marketing, writing, copy layout is a plus.

**Benefits:**

A work record will be kept for each volunteer so that the position will provide him or her with good job references. You will be able to add to your portfolio. Some out-of-pocket expenses will also be reimbursed.

**Staff Contact:**

Shireen Mitchell, Executive Officer

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