

Designer

Supervisor: Communications Coordinator

Level: Designers are ranked at a **Tier 2 position** (See brochure for details).

Position Description: The volunteer is responsible for contributing to the design concepts of various marketing materials produced each year. Eg. posters, advertisements, emails, agency mail outs, etc

Objective: AIDS Calgary communication pieces are used as tools to communicate with our volunteers, donors, community partners and the community at large.

Time Commitment:

- Volunteers will work independently for approximately 2 to 5 hours per month
- Design work varies from month to month and is dependent on needs within the agency

Responsibilities:

- Ongoing and open communication with the supervisor
- Receive assignments and understand the concept or intended communication
- Submit design within deadline indicated
- Designs are property of AIDS Calgary and designer will receive credit for work

Qualifications:

- Design experience (amateur or professional)
- Ability to follow tight deadlines
- Must be able to work independently and follow direction
- Ability to be engaging and creative, while representing AIDS Calgary in a positive light

Benefits:

- Excellent opportunity for designers to enhance skills, receive credit and build portfolio
- Volunteer hours and participation will be tracked and can be provided by the Coordinator of Volunteer Engagement for various purposes required by the volunteer, such as post-secondary applications or work references (after the completion of 30 hours)
- Increase understanding of HIV/AIDS in your community
- Receive invitations to attend workshops, community events and AIDS Calgary events and celebrations
- Receive the AIDS Calgary newsletter and Volunteer newsletter

Application Requirements:

- Submit a volunteer application and provide 2 – 3 samples of work for consideration
- Interview with Coordinator of Volunteer Engagement
- Read and sign a Volunteer Contract and Oath of Confidentiality

** All volunteers will participate in a 3 month evaluation with the Volunteer Supervisor and an annual evaluation with the Coordinator of Volunteer Engagement.

Questions? Interested in being an AIDS Calgary Volunteer?

Contact us:

volunteer@aids Calgary.org

(403) 508-2500

Or download the application form from our website <http://www.aids Calgary.org/getInvolved/volunteer.shtml>