

## Designer

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**Supervisor:** Communications Analyst

**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 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 Volunteer Coordinator
- Read and sign a Volunteer Contract and Oath of Confidentiality

Questions? Interested in being an AIDS Calgary Volunteer?  
Contact us:

[volunteer@aidscalgary.org](mailto:volunteer@aidscalgary.org)  
(403) 508-2500

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