



# Graphic Designer

## *Job Description*

**Position:** Volunteer

**Program Area:** General

**Time Commitment:** 1 year term, 4 hours/month

**Location:** Victoria West Community Centre, 521 Craigflower rd

**Background:**

The Victoria West Community Association (VWCA) is a not for profit community group that promotes the interests of residents of the Victoria West neighborhood. This is accomplished mainly through the many hours of volunteer work by its membership, the community, and funding support from the city of Victoria.

**Authority/Responsibility:**

- Graphic Designers are accountable to the Board through the communications committee chair.

**Purpose of Position:** Provide input and feedback on current community issues.

**Requirements:**

- Commitment to the work of the Victoria West Community association.
- A minimum time commitment of 4 hours per month
- Awareness of potential conflict of interest between personal and association business.
- Willingness to keep confidential issues that the board deems sensitive.
- Background/Passion in communications, marketing, graphic design, web design and development or any other related fields.

**Position Responsibilities:**

- Work with staff and volunteer committees to design promotional materials.
- Design materials including posters, Facebook event covers, social media graphics, flyers, etc.
- Conceptualize, design, and create mock-ups from small enhancements to entirely new designs.
- Must have the ability to work independently and in partnership with a team.
- Must possess the ability to define and work on deadlines
- Applicants will also need to be self-directed and willing to take initiative
- As well as detail-oriented, respect and maintain the confidentiality of Victoria West Community Association.

**Criminal Record Check Required:** No

**Staff Contact:** Julie Bull – Volunteer Coordinator