

Marketing &
Communication
Volunteer

Location:
Oakland

Position Title: Graphic Design Volunteer

Supports: Marketing and Communication

Position Summary: The Graphic Design Volunteer will design flyers and promotional materials to help spread the word about the programs and services of Catholic Charities, benefiting those who we serve. A great opportunity for an experienced designer wanting to give back or a recent grad or marketing student seeking experience.

Essential Responsibilities:

- Create compelling flyers and other marketing materials that adhere to the principles of effective design and agency branding.
- Idea generation to create compelling materials.
- Good interview skills to determine the purpose and needs of assignments.
- Solid information hierarchy

Success Metrics:

- Error free marketing materials created in a timely manner.
- Materials are engaging and consistent with brand requirements.
- Timely production

Core Skills:

- Technical skills: Adobe InDesign, Canva, Microsoft and cloud-based applications
- Graphic design and content creation experience, including an understanding of effective information hierarchy.
- Attention to detail.
- Proofreading
- Fluency in a second language is a plus.

Requirements:

- Must complete a Live Scan background check, paid for by Catholic Charities.
- Must complete a brief online training in recognizing and reporting abuse.
- Must volunteer at least 6 hours per month for at least 3 months. We'll work together to determine an appropriate schedule.

Agency Culture: We are committed to maintaining a diverse and inclusive environment where all individuals are treated with respect and dignity. We do not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation, national origin, age, disability, or genetic information. Our policies, practices, and decisions reflect this commitment to equal opportunity and non-discrimination in all aspects of our operations.

When you volunteer, you are doing good for others and the community,
and that will provide you with a natural sense of accomplishment,
and it will also give you a sense of pride.