



Graphic Designer Position Description

Position Title: Prevention & Awareness and Marketing Volunteer

Position Type: Graphic Designer

Purpose: Volunteer will design and create flyers, brochures, etc. to disperse to the public on Peace House Services & Programs, events, fundraisers, and training

Location: Community Office

Key Responsibilities:

- Coordinate with Prevention & Awareness Coordinator on needs
- Design marketing materials
- Create fliers, brochures, invitations
- Assist with dispersing marketing materials in the community
- Can be done from home
- Needs basis (when an event, fundraiser, or training is approaching)

Supervised By: The Prevention & Awareness and/or Marketing & Development Director

Time Commitment: Shifts are 1-2 hours; no minimum required

Physical/Age Requirements: 18 years or older

Qualifications: Knowledge of Microsoft Publisher or other publishing programs

Training Required: Volunteer Orientation

Dress Code: Casual