



## Volunteer Position Description Graphic Designer

### Position Description

**Position:** Graphic Designer  
**Department:** Community Connections  
**Report to:** Marketing Executive

### Position Summary

We are seeking support from graphic designers who believe in what we believe – that every child deserves a family, every family is unique, and it takes a village to raise a child. Powerful designs create and strengthen emotional connections between a brand and its audience. We would like to communicate with our clients, supporters and the wider community by delivering our message with simple and powerful visuals. Here are some of our current needs:

- 1. Event materials** – e.g. Invite, booklet, backdrops, nametags, gift bags, digital visuals.
- 2. Corporate materials** – e.g. Annual reports, company handbook, brochures, leaflets.
- 3. Campaign materials** – e.g. Print ads, outdoor ads, online visuals.

### Requirements

- Experience with similar projects
- Able to work with tight timelines (Respond within a day, draft/edit within 3 days)
- Able to follow our brand book closely
- Willing to share editable source files of artwork (In AI or PS format)\*
- Must share the commitment of Mother's Choice in upholding the safety and protection of children as paramount

*\* We need the source files to make quick edits in-house as we get approvals from our multiple groups of stakeholders. Having access to the source files help us minimize back-and-forth communications and meet timelines.*

### How to Apply

If you are interested in volunteering your design skills with Mother's Choice, please email us at [mcvolunteers@motherschoice.org](mailto:mcvolunteers@motherschoice.org) with the below information:

1. Your resume
2. Your portfolio / samples of your work
3. Type(s) of the above needs you are able to support
4. Your availability (e.g. Freelance, has a full-time job Monday to Friday)

You will be contacted through email when a need that matches your application arises.

We look forward to joining hands with you to transform lives and give hope!