



Helping people live sustainably

Graphic Designer

A Volunteer Position

Posted September 8th, 2017

Mission: Empowering our community with the practical tools, knowledge and capacity for action to make sustainable living the norm.

Objective of Position:

As part of our Mission to make sustainable living in our community the norm, we are looking for a Graphic Designer to contribute to the creation of design content and conceptualization of the layout for Reep Green Solutions' annual report in line with our brand. The Graphic Designer is responsible for maintaining consistency in Reep Green Solutions' visual identity across a diverse range of print and web projects.

Responsibilities:

- Work with the Communications Manager to create design content and conceptualize the layout of the communications and marketing materials such as the annual report in line with our brand;
- Preparing material based on an agreed brief;
- Liaising with external printers on a regular basis to ensure deadlines are met and material is printed to the highest quality;
- Maintain consistency in brand identity, logo and professional templates;
- Assist with other ongoing graphic design needs, including the revision and creation of materials for digital media such as the website, social media, e-newsletters, slide presentations etc.;
- Other duties as requested.

Qualifications and Skills Required

- Post-secondary education in a graphic design related discipline or relevant experience;
- Knowledge and experience in common graphic design software such as Adobe Photoshop, Illustrator, and InDesign;
- Accuracy and strong attention to detail;
- Excellent time management and organizational skills;
- Strong communication and organizational skills;
- Ability to work as part of a team that provides and receives feedback on creative concepts.

Time Commitment:

- Approximately 5 hours per week, as well as attendance at occasional meetings, including monthly staff meeting (2 hours);
- 1-year commitment;
- Ability to bring and use own laptop an asset.

Phone: 519-744-6583

Email: info@reepgreen.ca

Website: reepgreen.ca

222 Frederick St., Kitchener, ON N2H 2M8

Charity registration #: 81585 2348 RR0001

Accountability:

The Graphic Designer will be responsible to the Communications Manager.

Benefits:

- Be part of a friendly and dedicated team of staff and volunteers working together to make our community more resilient, vibrant, caring and sustainable;
- Your work will help to establish the norm of sustainable living in Waterloo Region by increasing the operational capacity of a local environmental charity;
- We will discuss your learning objectives and keep them in mind throughout your engagement;
- The opportunity to learn about environmental issues and sustainable living in a not-for-profit context;
- A letter of recommendation at the successful conclusion of the year upon request, and will serve as a reference if appropriate.

If interested, please send

- a) cover letter/email explaining why you are interested in this position;
- b) resume/summary of applicable skills and work experience.
- c) link to an online portfolio if available

to **Samantha Tremmel** via email at volunteercoordinator@reepgreen.ca.