



VOLUNTEER JOB DESCRIPTION GRAPHIC ARTS/DIGITAL-DESIGN ASSISTANT

Location	New Hope Center, Inc. 443 Manhattan St., PO Box 189, Chilton, WI 53014
Basic Assignment	One or more individuals available year-round to support NHC on-site micro-enterprise, development and marketing departments, in graphic arts and digital design for silk-screening, sublimation printing, embroidery, traditional print, and online.
Requirements	Minimum age of 18 years. Ability to communicate effectively.
Job Description	New Hope Center is a trusted provider and passionate advocate for people with disabilities in East Central Wisconsin. Volunteer assistance is needed in graphic arts and digital design. The ideal volunteer should be able to provide multiple examples in work they've produced from relative education or experience and be talented and creative in the visual and/or media arts. Volunteers having experience in any of the duties, responsibilities, and qualifications listed below are needed.
Responsibilities	Include but are not limited to: <ul style="list-style-type: none">• Dependably to meet deadlines.• Take direction well, juggle projects with changing priorities, and be a self-starter.• Develop graphic elements efficiently and precisely with attention to detail.• Help deliver cutting edge design visuals for product development and marketing materials for use in print, online, packaging, and collateral pieces.• Be a team player with a positive attitude willing to contribute to task success.• Comply with internal and partner processes and style guides.• Research projects as directed and be able to present a summary and an opinion of the findings.• Report to administrative and operational staff as assigned.

new hope center, inc

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Qualifications

Positive attitude, willingness to succeed.

- Education and/or equivalent combination of training and experience in graphic design, fine art or computer science
- Class samples or portfolio showing talents and skills in media and print design
- Solid layout skills and an artistic “eye”, be able to translate trends into assignments.
- Able to communicate the status of projects and predict problems with deadlines
- Computer/typing skills using MS Office Suite: Word, Outlook, PowerPoint; Facebook, Twitter and other Social Media tools
- Experience with Adobe Creative Suite, Illustrator, Photoshop, InDesign
- Knowledge of CMYK and PMS color grids
- Knowledge of final file preparation, batching and packaging of digital art and source files for outsourced projects
- Grammar and proofing skills
- Familiarity with Silverlight, HTML, CSS, DHTML, a plus
- Comfortable promoting NHC members and initiatives
- Passion to learn, accept responsibility, and optimize the benefits of this volunteer position!

Orientation and Training

Orientation and ongoing volunteer coaching.
Work directly with the CEO and Development and Marketing Director.

Times Needed

Days/times as scheduled by the administrative operational staff.

Comments

The projects are interesting and fun, as are the people working on them. We need a special volunteer or combination of volunteers to improve our effectiveness with a professional touch in graphic arts and digital design. For more information, call 920-849-9351 or email volunteer@newhopeinc.org