

Position Title: Graphics Coordinator

Supervision Accountability: Volunteer Coordinator and Communications Liaison

Position Purpose: *Using your design skills to create graphic and visual elements for print and digital media, you bring a polished finish to each project in consistent alignment with the EDCL brand.*

Location(s):

- Hybrid - Remote planning with in-person meetings (118 Barnswallow Dr., Elmira)

Time Commitment:

- Monthly meetings (approx. 1 hr/month)
- Remote design work (>10 hours/month)
- Six months minimum (with preference given to those interested in longer term)

Duties and Responsibilities:

- Create and manage all design artwork for designated marketing and communications projects (Print or digital media including promotions, fundraising or capital campaigns through Email templates, Newsletters, Facebook, LinkedIn etc.)
- Develop and edit videos using Canva, Vyond or other suitable professional design software
- Meet project deadlines as established in coordination with Communications Liaison and the communications project team, including EDCL staff and volunteers
- Maintain the EDCL image consistently according to the branding guide

Qualifications:

- Experience creating graphic elements for marketing or communications in a professional capacity preferred (digital & print graphic design)
- Good listening and critical thinking skills that translate to positive communication among a variety of stakeholders
- Working knowledge of Canva, Adobe Creative Suite (InDesign, Illustrator, PhotoShop)
- Ability to manage project deadlines successfully

Level of Risk: low

Other Requirements:

- Must be 18 years or over
- Provide samples of work as part of the interview process
- Complete training and orientation prior to beginning the position
- Must be able to maintain confidentiality

Boundaries and Expectations:

- Understanding of and commitment to EDCL's mission
- Act in accordance with EDCL's values to foster inclusivity and diversity
- Abide by all EDCL policies and procedures (working on-site or virtually)
- All elements, images (and recordings) are the property of EDCL and must not be reproduced without expressed written permission

Supervision and Support:

- Communications Liaison will be available by email as needed
- Support and guidance will be provided at monthly meetings or by email or phone as requested
- Probationary period (3-months)
- Annual feedback and exit interview completed with Volunteer Coordinator

Training:

1. Volunteer orientation session – Approx. 1 hour
2. Annual policy and procedure refresher training is mandatory
3. Site specific training provided (as applicable to tools, resources, volunteer team for each project)

Benefits:

- Actively contribute to the positive image of EDCL in the community and online
- Opportunity to improve attitudes and beliefs of people in our community about people with intellectual disabilities
- Enhance leadership skills in communication and interpersonal effectiveness as part of a dynamic team
- Create new relationships with others in the communications and marketing industry
- Eligible for community volunteer awards nomination
- Letter of reference upon request

Application Process:

1. Complete and submit a signed application including TWO references
2. Participate in an Interview with the Volunteer Coordinator (may be online/phone/in-person)
3. Submit a sample of graphics design work across a variety of mediums
4. Those applicants selected for the position will be contacted to arrange Training and Orientation, and to review next steps. References will be checked.

Contact:

Volunteer Coordinator at volunteer@elmiracl.com or call 519-669-3205