



3657 Michigan Ave • Colorado Springs CO • 80910 • 719.301.5411

## MARY'S HOME VOLUNTEER GRAPHIC DESIGNER POSITION DESCRIPTION

**Title:** Volunteer Graphic Designer

**Accountable To:** Associate Program Director

**Status:** Volunteer position without opportunity for employment

### Organizational Background

Dream Centers is a faith-based non-profit organization founded in 2011 to provide health and hope to people of Colorado Springs who are working to rebuild their dreams. The two entities of Dream Centers are the Women's Clinic and Mary's Home. Mary's Home is a long-term, educationally-focused, in-depth program for single mother families working to exit homelessness permanently.

### Position Purpose & Overview

The purpose of the Volunteer Graphic Designer role is to help design visuals for Dream Centers Mary's Home marketing purposes, such as brochures, fliers for key events, and social media announcements. By having a Graphic Design Volunteer, key events can be shared in our community more effectively and the mission of Mary's Home can be spread even further. This will be a project-based role, and much of it can take place outside of business hours and remotely if desired.

### Responsibilities

- Work alongside and support the Associate Program Director to create marketing content for key events/holidays at Mary's Home
- Be able to take directions and vision from the Associate Program Director or Advancement Team and run with it
- Create graphics for marketing purposes, such as website content, fliers for events, announcements for social media and other Dream Centers Mary's Home platforms
- Produce event graphics and print materials
- Collaborate with the Advancement Team occasionally to assure branding is cohesive within all of Dream Centers
- Communicate any questions or concerns you may have to the Associate Program Director

### Requirements and Qualifications

- Follower/disciple of Jesus Christ and committed to personal spiritual growth, in agreement with the Nicene Creed
- Has skills and experience in one of the following: InDesign, WordPress, Adobe, Photoshop, Illustrator (must have access to the software already)
- Has experience in Writing & Communication
- Can prepare images for print & web
- Ability to hold boundaries and communicate what graphic design workload they are able to take on as a volunteer
- Has passion to spread the mission of Dream Centers Mary's Home
- Be a welcoming/professional presence to volunteers, staff, executive team, etc.



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- Have a desire to serve and love the resident families and staff

**Time Commitment**

2-4 hours per month (can include off-site time serving on evenings and weekends)

**Physical Requirements:**

<b>Working Environment</b>	Seldom	Occasional	Frequent
Cold (50° F or less)	X		
Heat (90° F or more)	X		
Gases/Fumes/Dust	X		
Heights	X		
Noise		X	
Climbing (Stairs/Ladders)		X	
Driving		X	
Standing			X
Sitting			X
Walking			X
Bending			X
Work with Others			X
Working Alone		X	
Crawling or Kneeling			X
Repetitive Movements			X
<b>Office Machines</b>			
Telephone	X		
Fax	X		
Calculator	X		
Computer/Mouse/Printer			X
Copier		X	
Dictaphone	X		
Scanner		X	
<b>Moving Heavy Items</b>			
Lifting/Lowering	X		
Pushing	X		
Reaching Over Shoulder		X	
Reaching Forward			X
Carrying		X	
<b>Other Requirements</b>			
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Hearing			X
Speech			X
Manual Dexterity			X
Eye-Hand Coordination			X