Volunteer Role: Graphic Design Volunteer

Reports to: Morgan Patton Executive Director

Location: Environmental Action Committee of West Marin (EAC)
65 Third Street, Suite 14, Point Reyes Station, CA 94956

Summary
Help protect the unique lands, waters, and biodiversity in West Marin with your graphic design skills! In 2018, EAC will launch several campaigns focused on coastal resource protection, biodiversity and species protection, reduction of pesticide uses, marine debris awareness campaigns, and outreach and education with the California network of Marine Protected Areas. We are seeking a dynamic, energetic, and creative individual with video and graphic design skills who is looking for an opportunity to help the environment and give back.

Volunteer Description
The Graphic Design Volunteer will design electronic and print content and templates for marketing, branding, and the internet and will conceptualize, design, and create mock-ups from small enhancements to entirely new designs in coordination with the EAC team.

Projects will range from designing social media graphics to participating in large projects to market EAC’s program work and events.

This position helps to extend the resources of the EAC in order to better assist and meet the needs of our members and the community we serve.

Essential Duties and Responsibilities
• Design clear, engaging graphic communications for print and the web using EAC branding.
  o This may include direct mail pieces, branded promotional items, postcards, newsletters, website and social media graphics, videos, posters, flyers, and other marketing materials as needed.
• Create templates staff can use to further the goals of the organization.
• Work closely with the Executive Director, and EAC staff to translate messaging concepts into marketing materials.

Requirements
• Proficiency in Adobe Creative Suite, InDesign, and Photoshop
• Ability to work independently as well as in partnership with a team
• Ability to define and work to deadlines
• Be self-directed and willing to take initiative, and detail-oriented
• Respect and maintain confidentiality of EAC volunteers, donors, staff and board.
• Enthusiasm for the mission of the organization and/or photography.
• The ideal candidate will be a team player who is willing to pitch in with a small staff. An “all hands on deck” attitude, along with excellent communication skills and the ability to respond with extreme sensitivity to a variety of phone calls will be required.
• Familiarity with Mac platform is a plus.
• Candidates must be able to commute to our office 1-4 times a month depending on the project at 65 Third Street, Suite 14, Point Reyes Station, CA 94956

Training & Supervision
• Training and supervision conducted by: Executive Director and EAC staff

Commitment
• 10-20 hours a month (equivalent of 2-4 days a month depending on the project) with flexibility to work from home.
• Preference will be given to those who can commit to 20 hours a month and a minimum of six months of service.
• Work will be done within EAC office hours: M-F, 8:00am-4:00pm

Benefits
• Position is unpaid, but may be eligible for college credits
• Opportunities to attend EAC events
• Build your portfolio of work
• Flexible scheduling
• Help meet an important need in an environmental organization

How to Apply
Please e-mail a cover letter and resume to morgan@eacmarin.org and type GRAPHIC DESIGN VOLUNTEER as subject line.