



APPENDIX "B" – ROLE DESCRIPTION

VOLUNTEER POSITION TITLE: GRAPHIC DESIGNER VOLUNTEER

Commitment

Calgary Humane Society is looking for a graphic designer to help out with some of our communications/marketing initiatives. This would be an ideal role for a student or new grad in design who is looking to add to their portfolio.

This role would be on a "per project basis" helping out where schedules allow. This role would be able to complete projects on their own time with direction from the communications department.

Responsibilities

- Creating a wide range of graphics for print and social media
- Help elevate the Calgary Humane Society brand standards
- Assisting with photography and videography
- Editing photographs using computer software such as Adobe Photoshop
- Other communications administration roles as assigned

Training

Training is mandatory and will be provided by CHS free of charge

- First Buddy Shift (**REQUIRED**)
- Second Buddy Shift (**REQUIRED**)

Requirements

- Must be 16 years or older
- Flexibility to work onsite and remotely at home
- Photography skills an asset
- Videography skills an asset
- Attend an interview
- Passion for helping animals
- Provide a clear Criminal Record Check. (There is a \$30 fee associated with this.)
- Signed Agreement & Release form.
- Can be trusted to work independently and with minimal supervision and adhere to confidentiality policy.



- Ability to maintain a high level of professionalism and act as an ambassador for the Calgary Humane Society.
- Ability to take and follow directions.
- Ability to interact with the public in a friendly and professional manner.
- Have an appreciation and respect for animals and the values of CHS.

How to Apply

Please apply through the link below:

[CLICK HERE TO APPLY!](#)

Closing date: Position will remain open until successful candidates have been placed

Calgary Humane Society *sincerely* appreciates your interest in volunteering for our organization. Please note that only candidates who are selected to participate in the interview process will be contacted.
