



Designer

Volunteer Position Description

Overview: Do you have a talent for graphic design and layout, and a passion for Alpha Sigma Tau? Are you looking to inspire your Sisters across the country through visual art and storytelling? Do you want to help spread the good news about our Sorority? Then apply to be a volunteer Designer!

We are seeking volunteer Designers to create visual content for various Sorority communications including (but not limited to) email newsletters (*The Crest* and *Connections*), social media, printed publications, and our member magazine, *The Anchor*. Designers will work with the Director of Marketing and Communications, along with other staff and volunteers, to create compelling designs, graphics, logos, and layouts that showcase the Sorority and its members and initiatives.

Reports to: Director of Marketing and Communications

Direct Reports: None

Key Interactions:

- Headquarters Staff
- *The Anchor* Editorial Team

Time Commitment and Term: Varies depending on the project. Project length and production timelines will be different for each assignment. Most will likely be 2-5 hours per project.

Note on The Anchor: The magazine is currently produced three times a year. The spring issue is typically finalized in late March and the fall issue is typically finalized in early October. The summer issue is electronic and is typically finalized in late July or August. The time commitment for designers during general preparation is 1-3 hours per week, and 10-15 hours per week during the content creation stage.

Primary Responsibilities and Expectations:

- Develop layouts in Adobe InDesign
- Create innovative, original, and eye-catching layout and design pieces
- Adhere to the Sorority's visual identity guidelines during all projects
- Work closely with staff and other project teammates

- Participate in design and content planning
- Offer advice as a design expert; present layout and design considerations to the Director of Marketing and Communications and other teammates
- Utilize the Basecamp web-based project management tool to track projects
- Understand that the Sorority retains ownership of all images, graphics, content, etc. created by volunteers for Sorority projects, and reserves all applicable rights and protections. Volunteers may access and use their work as part of their professional portfolios and for use in marketing their professional services.

Required Qualifications:

- Proven experience with publication layout and graphic design
- Expertise in desktop publishing software and preparing files for print
- Ability to commit and adhere to production timelines and deadlines
- Strong understanding of copyright and image use limitations
- Driven by the mission of Alpha Sigma Tau

Preferred Skills and Attributes:

- Membership in Alpha Sigma Tau; must be in good standing
- Ability to utilize multiple methods of technology (Microsoft Office, video conferencing services, Basecamp project management tool, etc.)
- Developed ability to work independently and as a member of a remote team
- Strong written and verbal communication skills
- Access to Adobe design software (especially InDesign, Illustrator, Photoshop, Acrobat Pro, and Premiere)

Anticipated Start date: February 2017

Application Process:

Applications will be accepted through January 19, 2018. Interested applicants should complete the [Alpha Sigma Tau Volunteer Application Form](#) and upload attachments of the following additional required materials:

1. Resume
2. Three to five samples of your design and layout work
3. Responses to the following questions:
 - a. What is your experience with publication layout design?
 - b. What experience do you have with collaborating with teams and leaders remotely?