# PARTNERS RELIEF & DEVELOPMENT

**Graphic Designer**: Reports to the Communications Manager

## OVERVIEW

Partners is a Christian nonprofit, Non-Government Organization (NGO) seeking an energetic and detail-oriented Graphic Designer. This volunteer position will provide practical, hands-on experience. This position requires a creative, intuitive designer who is also well organized, a quick learner, and has a desire to work under limited supervision as a part of a team. This is an excellent internship opportunity for a college graduate or graduate student interested in pursuing a career in nonprofit marketing and learning about the day-to-day workings of an international nonprofit organization. While this position will be focused on graphic design projects, it will provide opportunities to assist in other aspects of Partners operations and activities. You will work collaboratively in a small nonprofit atmosphere and will develop skills useful in securing employment in the nonprofit marketing and communications fields. Applicants for this position must have a graphics design suite already loaded on their laptop(s).

## JOB RESPONSIBILITIES

1. Aiding the creation of design artwork for Partners Relief & Development, while adhering to brand guidelines.
2. Communication between multiple internal departments.
3. Project Management.
4. Attend weekly Partners staff meetings, annual staff retreat, and any periodic staff gatherings.

## QUALIFICATIONS AND EXPERIENCE
— Prior design experience.
— Formal education in Graphic design.
— Seasoned experience with Adobe Creative Suite.
— Ability to take initiative, to set priorities, work independently, and manage multiple tasks.
— Strong level of personal initiative and organization.
— Excellent verbal and written communication skills.
— Ability to operate under time constraints and pressure.
— Interest in social justice, communications, marketing, and non-profit fundraising.
— Ability and willingness to adapt to a variety of duties and priorities.
— Familiarity with the Internet as a research resource.
— Adequate skills in Microsoft Office, Excel, and PowerPoint.

APPLICATION PROCESS Download, complete, and send the volunteer application to the following address: E-mail: getinvolved@partners.ngo — Reference 'Job: Graphic Designer' in Subject line