

## **CultureLink Settlement and Community Services**

### **Volunteer Position Opening – Graphic Designer Annual Report**

CultureLink is a settlement and community organization with 30 years of experience in developing and delivering services to meet the needs of diverse communities. We are seeking a volunteer to design our Annual Report (40 pages, in English), including simple graphics and tables. Additional assignments will be available after successful completion of this project.

**CultureLink works within an anti-oppression framework and is committed to equity.**

#### **Responsibilities**

The Annual Report Designer will work closely with the Office Manager to design and produce a 40-page Annual Report for CultureLink.

Specific tasks will include but not be limited to:

- Designing the Annual Report in consultation with the Office Manager to ensure the publication is consistent with CultureLink's brand and requirements.
- Participating in meetings as required.
- Liaising with the Editors to coordinate text and images.
- Laying out the Annual Report to print-ready stage.
- Liaising with a printer to obtain quotes and ensure files meet printer requirements.

#### **Project Length and Demands**

Term: August-October 2019

Hours per week: Flexible, as needed. Work can be done from home or at our offices.

Design concept to be delivered by August 26, 2019.

First draft of the layout to be delivered by September 16, 2019.

Print-ready file to be delivered by October 7, 2019.

#### **Qualifications**

The volunteer is expected to design the report using our organizational logo, colors and pictures. Our team members will work together with the volunteer to provide guidance, support, and the necessary information about CultureLink's activities over the year.

Specific qualification we are looking for include:

- Demonstrated experience in the production of multi-page publications.
- Knowledge of print-standard requirements and ability to liaise with printer.
- Commitment to complete the Annual Report by the specified dates.
- Ability to coordinate and communicate clearly and effectively.
- Creative, conscientious and reliable attitude.
- Ability to work in a team with varying schedules and time commitments.
- Respect for diversity and adaptability to other cultures, environments and living conditions.
- Ability to plan and work in a high-pressure work environment under tight deadlines.

This position is not remunerated. As a volunteer you will gain experience, recognitions and references, as well as knowledge of the settlement and community services sector. We offer a friendly and supportive working environment.

We encourage applications from refugees and migrants, from international students, and from people with disabilities.

Please refer to our website to see previous Annual Reports: <https://www.culturelink.ca/publications-and-media/annual-reports/>.

**If you are interested in this position, please submit a cover letter, a resume, and examples of your work to Ximena Marky [xmarky@culturelink.ca](mailto:xmarky@culturelink.ca) by Monday, August 12, 2019.**

Selected applicants will be invited to an interview. The successful candidate will undergo a volunteer orientation, will sign a confidentiality agreement and will submit documents as required.