

Volunteer Opportunity: Desktop Publisher/Designer

Overview

HOPE *worldwide* of Canada is currently looking for a talented desktop publisher/designer to join our Communications Team. This is an exciting opportunity to join a dynamic team of volunteers in communicating the aims and activities of HOPE *worldwide* in Canada.

Location: The person can be based in any of [our chapters](#) across Canada.

Responsibilities

- Design posters, online flyers, and other material within assigned deadlines.
- Spearhead the production of paper pamphlets, overhead projector slides for HOPE worldwide announcements in churches and at special events.
- Manage and work with internal and external partners.
- Offer advice and assistance to chapter directors across Canada with designing promotional material for their events.
- Assist with HOPE worldwide's special events, conferences and special projects as assigned.

Skills/Talents Required

- Experience with Adobe Photoshop, Adobe Illustrator, HTML, PDF, or other relevant software.
- Experience in MS Office, or any publishing software (e.g. MS Publisher, Adobe, Corel Draw, Pageplus etc).
- Ability to carry out designing, formatting and final copy.
- Learn, understand and apply HOPE worldwide style guides, templates and writing standards.
- The ability to multitask and set priorities, manage time efficiently.
- Demonstrate strong teamwork skills.
- Good verbal, writing and presentation skills.
- Strong editing skills.
- Comfortable working remotely with little or no supervision.
- You must have your own computer/software.

Required Commitment: A maximum of 4 hrs a week.

Note: This is a **Volunteer Position**

Email: communications@hopewwcanada.org