

East Bay Meditation Center  
"A Diverse Community Sharing Wisdom Teachings and Social Engagement"

## **Volunteer Position Description**

### **Position Title: Graphic Designer**

Updated: June 24, 2008

#### **Job Overview & Purpose:**

The Graphic Designer is responsible for creating marketing, outreach and promotional flyers and materials for print and internet publication. Visual communication of our events is critical to reaching diverse communities.

#### **Desired Skills/Experience/Qualifications:**

- Experience in designing print materials and how to produce them inexpensively.
- Facility in desktop design, at least with MS Word (preferably other software too), using
- photographs, clip art, illustration.
- Ability to create PDF files.
- Being able to creatively work outside-the-box.
- Communicate visually across different cultures.

#### **Job Tasks:**

- Create one-page layouts and flyers for events at EBMC.
- Use appropriate and arresting imagery to attract attention and interest in EBMC events.

**Estimated Time Commitment:** 5-6 hours per flyer. Average 1-2 flyers/month.

**Work Schedule & Arrangements:** flexible

**Work Location:** flexible

**Training Available/Provided:** Volunteer should be already trained in skills.

**Resources Available:** Computer terminal is available for use at EBMC, if necessary.

**Job Duration:** 6 months, renewable

**EBMC Contact Person and Contact Information:** Mushim Ikeda-Nash, EBMC  
Center Coordinator, [admin@eastbaymeditation.org](mailto:admin@eastbaymeditation.org)