

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

Volunteer Position Description

Position Title: Graphic Designer

Updated: June 24, 2008

Position 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.

Position 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.

Position Duration: 6 months, renewable

EBMC Contact Person and Contact Information: Mushim Ikeda-Nash, EBMC
Center Coordinator, admin@eastbaymeditation.org