



Graphic Design Volunteer

Background of Sustainable San Mateo County:

Established in 1992, Sustainable San Mateo County (SSMC)'s mission is to encourage community action on issues relating to sustainability by providing accurate, timely, and empowering information.

Position Description:

Working under close supervision of the Executive Director, the volunteer will be responsible for some or all of the following:

- Work with Indicators Program Manager to create visuals for the Indicators Report
- Using your own tools and software, create charts, graphs, tables, infographics, maps, flyers, web/social media banners, and similar content
- Work with Communications team to create content for SSMC website and social media channels
- Assist with development of complementary communications and marketing materials as required

Tasks will be assigned based on volunteer interests and goals and SSMC projects and priorities. Course credit may be available to students and should be arranged on a case-by-case basis.

This is a **part-time, unpaid position** that reports to the Executive Director. Work can be completed remotely and hours are flexible.

Qualifications:

- Has or is pursuing a degree in Graphic Design, Marketing, Communications, Art, or a related degree, or has sufficient relevant experience
- Highly motivated, independent, and responsible
- Passion for environmental and community sustainability; experience or background in San Mateo County ideal but not required
- Excellent communication skills, strong sense of proper English spelling and grammar
- Proficient in Microsoft Office, online marketing and social media campaigns

Knowledge and Skills Developed:

- Understand the root causes and inter-relational nature of social problems
- Learn how citizen groups have and can affect change in their communities
- Develop research, communication, advocacy, and/or problem-solving skills

Application Requirements:

- Resume with relevant experience/coursework
- A cover letter showing your interest and qualifications for the position

Please send all application materials to Adrienne Etherton at adrienne@sustainablesanmateo.org as soon as possible with the subject line: "SSMC Graphic Design Volunteer Application".