



HOMIES ORGANIZING THE MISSION TO EMPOWER YOUTH
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GRAPHIC DESIGNER JOB DESCRIPTION

HOMEY is looking for a part-time graphic designer to maintain the organization's visual identity. This could be arranged both as a volunteer gig or as an unpaid internship in coordination with the applicant's school. We require a minimum of 16 hours a month, with flexible schedule.

RESPONSIBILITIES

- Conceptualize and create all the collateral material of the organization (including brochures, fliers, mailers, newsletter template, promotional materials, etc.)
- Document best practices and update branding guidelines as needed
- Propose creative strategy in collaboration with marketing director
- Maintain a cohesive visual identity and implement branding guidelines
- Take inventory of stock materials and replenish as needed with approval of director
- Adhere to branding standards and guidelines
- Maintain a polished, organized, and updated design archive

NECESSARY QUALIFICATIONS

- Graphic design experience, with knowledge of CS6 (CS4 and CS5 acceptable)
- Understanding of the concept behind HOMEY's visual identity
- Able to make creative suggestions in the interest of the organization
- Eye for refined typography and familiar with screen-printing and CMYK process
- Budget conscious
- Meticulous approach and polished delivery
- On time and prepared
- Passion for HOMEY's mission and understanding of our vision

