



Armstrong Cooper Youth Hockey Association Job Description

Title:	Graphic Designer
Role:	Volunteer
Election/Appointment:	Appointed
Voting Status:	Non Voting
Budget:	Design Budget under the direction of Mktg/Comm Director
Term:	Three years
Compensation:	Full hours

Description/Role: The Graphic Designer is responsible for producing graphic design materials as needed by the Association. Position reports to Marketing and Communications Director. Other Association Board Members can make design requests as needed but should go through Marketing and Communications in an effort to manage Association branding and time constraints of designer position.

If the position is vacant, the Director will fill the role until the position is filled. Position is not required to attend ACYHA Board of Director monthly meetings.

Position mandatory requirements:

- Under direction of Marketing and Communications Director, responsible for managing ACYHA logos in various forms (jpeg, Tiff, png, PDF). Provide files for website manager.
- Partner with Board on branding (Love Your Game/Wings Territory), make recommendations as needed
- Under direction of Marketing and Communications Director, update all ACYHA recruitment documents including flyers, direct mail, posters, web content (as needed). Marketing and Communications Director provides content; designer modifies existing pieces or creates new piece as needed.
- Marketing and Communications Director responsible for printing, final execution, delivery, invoicing, etc.
- Work with Marketing and Communications Director on other Board and Association needs, including Mite marketing materials (Try Hockey For Free and Learn To skate, Girls/Boys Program event flyers, banners (as needed), logos/t-shirt design (i.e. Mite Jamboree)
- Partner with Marketing and Communications Director on ACYHA "Welcome To Hockey" brochure and Advertising Brochure (As of March 2019, created in Adobe Pro. Designer will transfer to Illustrator or other program and provide files)
- Partner with Marketing and Communications Director on website recommendations

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Desired Skills:

- Strong experience with graphic design
- Experience with logo creation
- Experience working with different files (jpeg, tiff, PDF, illustrator)
- Strong experience with desktop publishing software (access to programs required)
- Ability to bring visual concepts to life
- Creative skills
- Ability to work in timely fashion
- Ability to respond to short deadlines, when needed
- Strong organization skills
- Strong communication skills
- Ability to work with individuals throughout the organization
- Work with branding a plus
- Interest in web design a plus
- Subscription to Adobe Pro a plus
- Additional computer skills; e-mail access
- Positive, helpful attitude

Reporting:

- This role reports to Marketing and Communications Director