

DC Service Corps Office Associate Graphic Designer Position Description



Are you a wizard with Photoshop, Illustrator, or InDesign? Got an eye for photography or a flair for video editing? Have a gift for connecting over social media? Come create print and digital marketing/fundraising materials as a DC Service Corps volunteer addressing issues of poverty in DC and around the world. Fill your portfolio, get solid references, learn about nonprofits, and grow in your Catholic faith as a Communications Associate Graphic Designer in the DC Service Corps program.

DC Service Corps volunteers build a foundation for a lifelong commitment to social activism and their Catholic faith through a meaningful year of service in Washington, DC. Office Associates serve at the FMS headquarters, where they grow their professional skills in graphic design, writing, or development. Both volunteers serving in the community and those in the FMS office live in intentional community, pray together, and strive to be witnesses to justice and peace. Leadership training, professional development, mentoring, faith formation, and educational seminars inspired by the Catholic Social Justice tradition round out this transformative experience.

Position Responsibilities

- Design or create graphics for print and online materials including brochures, invitations, e-newsletters, posters, banners, and t-shirts
- Manage and contribute to social media and online presence, including the website, blog, Twitter, Facebook, YouTube, Instagram, and Pinterest.
- Assist with the ongoing development and implementation of the FMS communications and development plans
- Participate in regular office duties
- Support our event planning/execution
- Participate in staff meetings and events
- Other duties as assigned

Position Requirements

- Bachelor's degree (advertising, graphic design, marketing, or other)
- Highly creative, detail-oriented and organized
- Proficient in video editing and Adobe Creative Suite
- Strong photography and videography skills
- Excellent computer skills including a proficiency in Microsoft Office
- Able to meet deadlines and handle multiple projects at once
- Knowledge of and interest in social media
- Ability to interact effectively with diverse constituencies
- *Bonus: Skills in web design and audio editing*

To apply

See [application and instructions](#) on the FMS website.