



Pawsitive Match Rescue Foundation

GRAPHICS TEAM

The Role

Location	Remote	Reports To	Communication and Events Directors
Weekly Time Commitment	3-5 hrs, variable	Direct Report(s)	N/A

The Graphics Team helps our rescue by creating professional, brand-focused graphics and other designs that bring our stories and campaigns to life! In this role, you will design digital posters, social media graphics, and other visual materials to support our team's needs. Your work will play a key role in engaging our community, promoting events, and raising awareness about animal rescue and welfare.

The Responsibilities

- Regularly check the shared graphics email inbox and respond to inquiries appropriately.
- Create visually appealing digital materials, including posters, flyers, infographics, social media posts, and other marketing assets.
- Collaborate with team members across the organization to understand design needs and develop creative assets.
- Ensure all designs align with branding guidelines and effectively convey the organization's mission.
- Edit and revise designs based on feedback.
- Stay updated on design trends to produce fresh and engaging visuals.
- Maintain a library of completed designs and assets for future use.

The Person

- A community member in good standing.
- Creative and detail-oriented, with a strong eye for design and branding.
- Organized, proactive, and able to manage multiple design requests efficiently.
- Strong communication skills to interpret feedback and collaborate effectively with team members.
- Adaptable and open to constructive criticism to refine and improve designs.
- Passionate about visual storytelling and using design to support animal rescue efforts.



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Experience and Qualifications

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- Maintain a library of completed designs and assets for future use.
- Graphics Creation (Adobe, Canva)
- Content Creation (Photo/Video Editing)
- Social Media & Digital Marketing is an asset
- Professional Writing Skills/Experience is an asset
- Photography/Videography is an asset