

## **Position Description** *Graphic Designer & Desktop Publisher*



**Anxiety Disorders Association of Victoria, Inc.**

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**November 2018**

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| <b>Job Title:</b>     | Graphic Designer & Desktop Publisher     |
| <b>Reports to:</b>    | Founder and Education Events Coordinator |
| <b>Working Hours:</b> | 6 hours weekly (10.30am to 4.30pm)       |
| <b>Term:</b>          | Voluntary with a commitment of 9 months  |
| <b>Workdays:</b>      | Preferably Wednesdays or Thursdays       |
| <b>Location:</b>      | Kew, Victoria                            |

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### **Purpose of the role:**

ADAVIC produces numerous print and digital publications, including some on a routine basis such as newsletters. The main purpose of this role is to manage the design and content layout of this media.

The role will communicate health-related information from ADAVIC's "grass-roots" perspective to the general public, initially concentrating on Information Packs, our monthly E-newsletter and the Website.

Reports to: **Founder and Education Events Coordinator**

### **WHAT WE'RE LOOKING FOR**

We are looking for an experienced Graphic Designer who will provide creative services to our busy Events Team with a dedicated focus on mental health.

We are looking for an 'ideas person' who takes pride in their work and can roll up their sleeves when the pressure is on.

To be successful in this role it is essential that you are fluent in English.

**Position Summary:**

To manage ADAVIC's design and branding requirements and formalise the publication process from creative brief through to launch. The role will be responsible for developing digital and print material to support ADAVIC's various projects.

**Main Duties**

- Design content layout for ADAVIC's quarterly newsletter which are released in March, June, September and December
- Design content layout for ADAVIC'S E-News distributed every 2<sup>nd</sup> month
- Design advertising Flyers for our educational events – this could be up to 20 a year
- Design images for Twitter, Facebook and Instagram
- Other duties are required

**Skills & Experience required**

- Experienced in graphic design/desktop publishing and design software
- Possesses creativity and artistic ability
- Experienced in relevant Microsoft Office programs, i.e. Word, Publisher and other relevant software
- Ability to convey messages in appropriate manner to audience
- Attention to detail
- Deadline-oriented
- Ability to manage workload and multiple competing tasks
- Good communicator with a professional manner
- Able to use judgement and act on own initiative

## **About ADAVIC**

Anxiety Disorders Association of Victoria is a not-for-profit, self-funded organisation. We provide support, information and resources to individuals suffering from or affected by anxiety, depression, and related issues.

Our unique grass-roots service bridges the gap between the individual, the local community, and health professionals. Our practical services have a positive effect on our client's lives through:

- reassuring people that they are not alone in their distress and that assistance is available
- providing information and resources to assist in a wide-range of self-help solutions; from information packs, books, CDs, and online services through to lectures, courses and workshops
- encouraging people to overcome their fears and sense of isolation by participating in support groups and attending social events
- promoting professional help; through running workshops, providing an online directory of therapists, and phone referrals to health professionals
- helping all of those affected by anxiety and depression issues, including sufferers, carers, parents, family and friends
- raising awareness and de-stigmatising anxiety and depression in the general community
- offering information and services to help equip health professionals