

Volunteer Position Description



Position Title: Graphic Designer (Volunteer)

Position Purpose & Summary: [Hand Up Toronto](#) is a volunteer-run charitable organization which aims to support families experiencing food insecurity through the provision of food hampers, basic necessities and information about community resources. The Graphic Designer will support Hand Up Toronto's mission by producing visually compelling and brand-aligned designs for digital and print marketing materials. Working closely with the Marketing Director, this role helps ensure our communications are engaging, professional, and effective in reaching donors, volunteers, and the wider community. This role can be shared between 2 - 3 volunteers to ensure a reasonable workload of 3 to 4 hours per week.

Location: Virtual

Responsibilities:

- Collaborate with the Marketing Director and Team to understand design needs and creative direction for various campaigns and initiatives
- Create graphics for a variety of materials including paid media ads, blog and email headers, presentations, flyers, reports, and social media posts
- Adapt designs to different formats and channels while maintaining brand consistency
- Prepare and deliver final files optimized for digital platforms or print as required
- Support ongoing brand development by contributing to our visual style and templates
- Respond to feedback and make revisions in a timely and professional manner
- Help ensure all design assets are organized and accessible to the Marketing Team
- Attend regularly scheduled meetings with the Marketing team twice a month and All-Executive Meetings once a month. Meetings are held 5:30 or later on weekdays (typically Mondays).
- If possible, in-person attendance at a Saturday distribution event would be an excellent introduction to our programming

Qualifications:

- Experience and/or formal training in graphic design
- Proficiency with design tools such as Adobe Creative Suite (Photoshop, Illustrator, InDesign), Canva, Figma, or similar platforms
- Strong understanding of visual hierarchy, typography, layout, and branding principles
- Ability to take direction and feedback and translate abstract ideas into clean, effective visuals
- Excellent attention to detail and creative problem-solving skills
- Ability to meet deadlines and manage multiple design tasks independently
- Experience with nonprofit or cause-based design is an asset, but not required

Screening Measures:

- Resume or LinkedIn profile with a brief cover letter outlining why you are interested in this position.
- Interview with the Marketing Director
- Samples of prior design work

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Support & Supervision:

This role reports to and is supported by the Marketing Director at Hand Up Toronto and will work closely with the Marketing team.

Time Commitment & Scheduling:

- Minimum commitment of 3-4 hours per week
- Biweekly virtual check-ins with the Marketing Team

Risks & Challenges of the Position:

As this role is primarily desk-based, we encourage you to set up an ergonomic and healthy working environment.

Due to the real-time nature of social media, quick response times and consistent presence may be required, which can be demanding. Clear communication with the team and boundaries around availability are important for maintaining a healthy balance.

Benefits:

- Excellent opportunity to work as part of a highly supportive volunteer team and make a concrete difference in the lives of families facing food insecurity in Toronto
- Valuable experience in digital communications, online community management, and data-informed content strategy—especially beneficial for individuals seeking employment in marketing, public relations, or nonprofit sectors
- Opportunities to grow your digital portfolio and gain mentorship in community engagement
- References available upon request after a minimum of three months in the role

To Apply: Hand Up Toronto is committed to fostering a diverse and inclusive community – everyone is welcome and we encourage candidates of all backgrounds and levels of experience to apply.

To apply, kindly email your resume and cover letter to resume@handuptoronto.org. Please add the position in the subject line.