



"GATHER. CONNECT. AFFECT."

Black Tech Nation Digital Design Volunteer

Are you someone who wants to use your creative design skills for good in our region? We welcome you to donate your time to Black Tech Nation and know that your work is helping to create and grow Pittsburgh's first black tech ecosystem. We are moving the tech industry towards inclusion through events, programming, and partnerships with prominent institutions, companies, nonprofits and government entities. And we need people like you to help us digitally tell our story as we continue to grow in 2019. Here's what we would need from you...

Some of your duties will include the following:

- Assist Executive Director, BTN team, and BTN Executive Intern to create authentic/outstanding social media graphics for social media & marketing campaigns.
- Create graphics and designs for all digital and physical materials for sponsorships, presentations, events, online content, and social media campaigns.
 - Pitch Decks
 - Proposals
 - Event Flyers
 - Specific Social Media Posts
 - Pamphlets
 - Brochures/Booklets
 - Infographics
 - Graphics for videos (potentially)
- Work alongside Executive Director and Outreach & Communications Manager to design BTN newsletter using Mailchimp
- Attend weekly design meetings (either in-person or video)
- Create lists of resources for various design projects (i.e. certain template websites)
- Correspond with website manager to make sure specific graphics/designs are added to website
- Work closely with BTN Events Manager & Executive Intern on marketing designs and materials for various events
- Attend specific BTN events in Pittsburgh (as necessary)
- Other tasks TBD (to be determined)

The following skills are strongly suggested:

- A creative thinker who eat, sleeps, and breathes creative design
- Has previous design experience (please respond with links to your previous work)
- Proficient in graphic design software of his/her choice; able to design most graphics
- Technically savvy - comfortable using Google Suite, Mailchimp, Slack, and Trello (we can potentially train you)
- Comfortable working in a fast-paced, unpredictable startup environment
- Isn't afraid to voice his/her ideas and knows how to communicate them effectively
- Works well on a team
- Knowledgeable in social media marketing
- Knowledgeable about social media software like Buffer and Hootsuite
- Knowledgeable about social posting software like Snapseed and Canva
- Very organized; likes to make clear to-do lists and stick to them
- Enthusiastic about growing a business
- Can design websites (a plus, but not required)
- Has copywriting skills (a plus, but not required)

We would expect approximately 20-25 hrs of work per month (more or less depending on the projects we have going on). If this sounds like an opportunity you'd like to explore, please email your resume, your LinkedIn link (if available), and a few design examples to blacktechnation@gmail.com. (Important Note: We encourage people of all ethnic backgrounds to volunteer, however, you must be 18 years or older.) www.blacktechnation.com.

We look forward to working with you!