



FORESTS FOREVER

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Job Announcement

Information Designer

Summary:

Forests Forever, a San Francisco non-profit forest-protection organization, seeks an Information Designer to serve as webmaster and designer of print publications for consumption by Forests Forever's staff, contributors, foundations, the media, and the public at large.

Responsibilities:

Design and maintain web site. Design, develop and lay out print publications, including the semi-annual newsletter *The Watershed* and Major Donor Bulletin using provided copy, along with other mailers, flyers and in-house forms as needed. Assist in oversight of printing and mailing services. Develop and maintain materials for e-mail alert list and associated on-line member outreach and fundraising. Develop and maintain graphic and artwork library. May be called upon to help prepare audio-visual presentations such as slide shows, videos, films, radio feeds, posters, overheads, table displays or other graphics. Develop and maintain audio-video clips and other graphical utilities on the web site and new HTML email alerts. Other tasks as assigned.

Qualifications:

College degree and minimum three years' experience in areas very similar to this position. Mac and HTML skills. Quark or InDesign, Photoshop and Dreamweaver experience essential. PR/marketing background and FileMaker Pro experience desirable. Must respond well to a collaborative design environment, be well organized, reliable and meticulous. Good time management skills, resourceful self-starter.

Status:

Part-time permanent position, 20 hours per week, on-site, non-exempt. Competitive non-profit sector hourly wage DOE. Paid Time Off (vacation, sick) and holiday pay effective after 63 days worked. Reports to Operations Director.

To Apply:

Please submit cover letter in the body of an email including three business references, links to at least two web sites that you have previously managed, desired hourly wage and why you are seeking a part-time permanent position. Successful applicants must also submit their resume and at least three samples of relevant, recent design work as PDF attachments. Send all submissions to infodesigner@forestsforever.org.

About Forests Forever:

Forests Forever was founded in 1989 and exists to defend and restore California's approximately 30 million acres of forest ecosystems. We coalesced around the campaign to save the Headwaters Forest, generating crucial public pressure that helped bring about the acquisition of the 7,500 acre Headwaters Preserve. We have since helped to stay logging in Mendocino County's Jackson State Forest, to pass the Oaks Woodlands Protection Act, to restore the Roadless Area Conservation Rule, and much more.

We are currently working to ban clearcutting and to lower greenhouse gas emissions in California. For more information, visit www.forestsforever.org.