Servant Manor Board Positions Descriptions

Graphic designer

- Description/Responsibilities: to create visual concepts, using computer software or by hand, to communicate our agency’s core ideas that inspire, inform, and captivate consumers and potential clients; to help develop the overall layout and production design for applications such as advertisements, brochures, magazines, and reports related to our organization. Rate of pay is $14/hour.
- Required Qualifications:
  - Verbal Communication
  - Microsoft Office and/or Google Drive Skills (Word, Powerpoint, etc.)
  - Adobe (Photoshop, Illustrator, InDesign)
  - Detail Orientation
  - Initiative
  - Written Communication
  - Ability to Work Independently
  - Ability to Work in a Team
  - Presentation and Public Speaking Skills
  - Problem Solving
  - Flexibility/Adaptability/Creativity
  - Organizational Skills
  - Multi-tasking

Social Media Marketer

- Description/Responsibilities: to create and run social media accounts for our company as we increase and define our internet presence and establish connections with the online community. Rate of pay is $14/hour.
- Required Qualifications:
  - Verbal Communication
  - Microsoft Office and/or Google Drive Skills (Word, Powerpoint, etc.)
  - Adobe (Photoshop, Illustrator, InDesign)
  - Detail Orientation
  - Initiative
  - Written Communication
■ Ability to Work Independently  
■ Ability to Work in a Team  
■ Presentation and Public Speaking Skills  
■ Problem Solving  
■ Flexibility/Adaptability/Creativity  
■ Organizational Skills  
■ Multi-tasking

Grant Writer

○ Description/Responsibilities: to gather documentation and fulfill the necessary requirements of various funding bodies to formally seek funding on behalf of our agency. Rate of pay is $14/hour.

○ Required Qualifications:
  ■ Verbal Communication  
  ■ Microsoft Office and/or Google Drive Skills (Word, Powerpoint, etc.)  
  ■ Adobe (Photoshop, Illustrator, InDesign)  
  ■ Detail Orientation  
  ■ Initiative  
  ■ Written Communication  
  ■ Ability to Work Independently  
  ■ Ability to Work in a Team  
  ■ Presentation and Public Speaking Skills  
  ■ Problem Solving  
  ■ Flexibility/Adaptability/Creativity  
  ■ Organizational Skills  
  ■ Multi-tasking