

CDDC Recruitment Guidelines

The Creative Design & Development Circle

Circle Details

- **Aim:** To take care of communications tasks
- **Domain:** Website updates, graphics development, social media posting, sending all-volunteer and broad audience emails, and supporting the work of the Communications Circle.
- **Weekly Meeting:** Tuesdays at 10am Pacific, 90 Minutes

Desired Qualities & Expertise

- Graphic Design - making logos, banners, slides, elements for web pages, fliers, social media posts
- Content Creation - developing themes and topics for articles or social media posts
- Content Writing - write copy for web, manuals, fliers, articles, social media posts.
- Editing - editing submitted articles and social media copy before publication
- Website Design - generating wireframes, work flows, user experience design, interface design
- Video Editing - creating videos using a mix of recorded and generated content for education and promotion
- Marketing - advising on campaigns for organizational projects, engagement strategies for various platforms and audiences
- Willing to learn and refine skills through collaborative work and challenging assignments
- Passionate about contributing as a volunteer to a good cause

Commitment

Prospective members should have the capacity to:

- Attend or check-in by email at weekly meetings
- Be open to taking assignments and completing work between meetings
- Join project teams, sub-circles or task forces as needed
- Provide feedback on shared work
- Commitment to shared decision-making and learning sociocracy

