

IT Manager and Graphic Designer

The American Anti-Slavery Group, a human rights non-profit (501c3) in downtown Boston, is seeking a creative, motivated, enthusiastic individual to work **part-time** as our IT Manager and Graphic Designer. This is a great opportunity for students or freelancers seeking some extra income. The ideal candidate will be skilled in the artistic and technical aspects of Web and print design, and will know a thing or two about website management.

Start date: early to mid-October

Responsibilities:

- Manage and update organization's website, www.iAbolish.org
- Troubleshoot computer problems as they occur and maintain our in-office network (this includes managing file shares and e-mail accounts).
- Create eye-catching, professional-looking graphics for print and Web, as well as lay out publications. Applicants with a portfolio preferred.
- Create monthly reports of our Web traffic and online donations
- Report to the Project Director; work closely with Project Director and Communications Coordinator

Qualifications:

- Experience with XHTML, CSS, and some JavaScript
- Dreamweaver experience required
- Experience with Adobe Photoshop
- Basic knowledge of computer/network maintenance for a small office; strong knowledge of Windows PCs (Linux knowledge an asset)
- Willingness to learn new applications as necessary and perform other technical tasks as they arise (existing knowledge of Illustrator, InDesign and Flash a plus)
- Must thrive in a collaborative, tightly-knit team and be able to juggle several tasks at once.

Time commitment: Part time; 16 hours per week, schedule is flexible.

Compensation: commensurate with experience; health insurance and other benefits not included.

To apply: email a cover letter, resume, and portfolio link (if available) to john@iabolish.com. No phone calls, please.