



**Volunteer Positions Available (3) for Immediate Hire  
Global Evaluation & Applied Research Solutions (GEARS) Inc.**

**Graphics Assistant  
Volunteer Opening #V0111**

**A. Position Description**

The Division of Organizational Management at GEARS Inc. is currently seeking highly motivated, organized, creative, and skilled students to assist in the development and implementation of several major conferences within the private and public sectors. The Program Events Assistant will be responsible for assisting in:

- Developing conference themes
- Developing conference logos and color schemes
- Designing conference book layouts
- Creating flyer designs
- Creating promotional item layouts

**B. Required Skills and Knowledge  
(intermediate to proficient)**

- Knowledge of Adobe Illustrator CS3 and/or CS4 and Photoshop
- Knowledge of Microsoft Publisher (2007)
- Knowledge of Microsoft Word (2007)
- Knowledge of Microsoft Power Point
- Ability to optimize graphics for web usage
- Ability to design and produce both creative and functional marketing and conference materials (including web based)

**Benefits of Working on the  
GEARS Team:**

- Work as a part of a Small Business Team
- Have the opportunity to assist in creating materials for national conferences
- Add to your professional work experience and resume.
- Use creativity to directly impact conference outcomes.
- Fulfill any course or degree field work/ volunteer requirements.

**C. Status of Person Sought**

- Undergraduate students - current juniors and/or seniors
- Graduate students

**D. Required Hours Per Week:** 10-20 hours (weekend and evening hours available)

**E. Experience/Skills Gained**

- Knowledge of creating designs for federal projects
- Direct experience developing and implementing original thematic concepts

**F. Timeframe for position:** March 15, 2010 – May 15, 2010 or March 15, 2010 – July 15, 2010

**If interested, please send resume, three professional references, including telephone and business email, and availability for interview the week of 3/15/2010 to [kliburd@getingears.com](mailto:kliburd@getingears.com) referencing Volunteer Opening #V0110 or call 404-328-9850.**