



Job Description: InDesign Project Volunteer

Organization Overview

Maddux Achilles Haggard was born on Feb. 4, 2005, with a condition incompatible with life. On the sixth day of his young life, his parents Mike and Cheryl Haggard had to make the excruciating decision to take him off life support. Before they did, they called photographer Sandy Puc' to take portraits of them cradling their son. Puc' photographed the couple with Maddux at the hospital before he was removed from life support and after — when he was free from the tubes and the wires that had sustained him.

Those tender photographs documenting Maddux's eternal connection with his parents inspired Cheryl Haggard and Sandy Puc' to begin the nonprofit organization, Now I Lay Me Down to Sleep (NILMDTS). Since 2005, NILMDTS has provided tens of thousands of parents with the free professional portraits of their baby. NILMDTS administers a network of over 1700 volunteer photographers in the United States and around the world.

Overview of InDesign Project Volunteer

We are looking for someone proficient in Adobe InDesign that can help with design projects for recruitment, training, and marketing campaigns.

Position responsibilities could include:

- Community Volunteer Training for understanding of our policies and procedures.
- Manipulating pre-made templates for updated information/graphics.
- Creating new templates for recruitment, training, and marketing campaigns.
- Biweekly/Monthly Update Meetings with Communications Coordinator.

Requirements:

- 5 – 20 hour projects during various times throughout the year.
- Goal driven, ability to self motivate, stay on task, and work independently.
- Strong time-management, organizational, and internet research skills a must.
- Creative eye for design and style.
- Owner of the Adobe InDesign software.
- Have a deep passion for the mission of NILMDTS to serve families and support our volunteers.
- Availability to share a minimum of three links to previously completed video projects.

Reports to:

Communications Coordinator