



# HELPING HAND FOR RELIEF AND DEVELOPMENT

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## Marketing- Assistant Graphic Designer Position

**Location:** Remote/Work from Home

**Position:** Full Time 40hours/week

**Employer:** This position is with the Helping Hand For Relief & Development (HHRD), a USA NGO (Tax Exempt ID: 31- 1628040) involved in international relief work including Orphan Sponsorship Program; Islamic Micro-Financing Program (new); Water For Life Program; Education Programs; Haiti Recuperation Efforts; etc.

**Assistant's Responsibilities:** As a graphic designer, you know the power behind dynamic visual design. Here's your opportunity to take your creative talent to the next playing field: HHRD, a leading not for profit organization, is looking for a graphic designer. You'll interpret our brand strategy and mission—in terms of line, color, and typography. You will work closely with the graphic design and marketing team to create materials for both on- and offline promotions. Successful candidates will come to the role with a strong background in graphic design:

### Key Accountabilities:

- Software Skills: Advance techniques of software ranging from Adobe Illustrator, Photoshop, PowerPoint, Microsoft word, and Indesign. Comfort working in Adobe Creative Suite.
- Create graphics and design layouts in supervision with graphic design lead for print ads, flyers, posters, postcards, email newsletters, website, and social media designs.
- Oversee the workflow and outputs of marketing and regional team members
- Ensure the work created doesn't just "tick-the-box". Ensure it is excellent from a design point of view, technically correct and delivers to the requirements of the marketing team
  
- Manage workflows, allocating resources appropriately to ensure that all work is produced in the most effective and efficient manner, while meeting the deadlines
- Quality control of all design outputs to ensure material is delivered to the highest possible quality standards
- Concept and digital design of key publications from blank page through to finished artwork
- Creating digital/print designs of all promotional and social media material as required
- Making sure that graphics that are created are aligned by the brand standards
  - Corporate / Brand Identity
  - Ensure brand usage is compliant with brand standards

**Stipend:** The salary will be discussed during the interview process.

**Portfolio link required on resume or cover letter in order for application to be reviewed.**

Please email sample of your design work to [sana.khan@hhrd.us](mailto:sana.khan@hhrd.us)



HHRD 16<sup>TH</sup> YEAR  
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