

POSITION TITLE: Co-ordinator, Communication Design

Position Reports To: Direct reporting to VP, Communications but also work directly with other individuals within the organisation

Position Objectives: To support the design needs of the organisation so as to help meet its fund raising and brand awareness objectives

Key Responsibilities:

- Support the design requirements of all verticals which includes
 - ideation, creation and production of all event specific designs and creatives in the form of posters, banners, invites, standees, e-mailers, announcements, donor pass, t shirts, etc.
 - on-ground event support which includes setting up of branding
 - enhance the value of fund raising proposals with pictorial representation of the project and its target group
- Salaam Bombay annual calendar
 - ideate and design
 - co-ordinate production with printers
 - maintain recipient list and oversee dispatch
- Stakeholder Management
 - provide support through designing appropriate tools to keep stakeholders engaged and to meet their expectations
- Maintain and populate P drive
- Maintain and collate collateral archive
- Specific design responsibility for children's newsletter Halla Bol and any others that require design inputs
- Any other design requirements of the organisation
- Any other responsibility as assigned by the management

Technical Qualifications:

- Minimum Bachelor's Degree in Graphic Design/Communications
- Minimum 3 years working experience as a graphic designer
- Complete experience and working knowledge of Microsoft office, Adobe, Illustrator, Photoshop, Quark Express, InDesign
- Knowledge of video production and editing an advantage
- Experience with quoting and working with printers and maintaining vendor relationships
- Ability to handle a professional camera is a bonus

Personal Qualifications:

- Multi tasker
- Ability to work under tight deadlines, including working out of office hours and occasionally on Sundays
- Organised and detail oriented, good organizational skills that support the rest of the team
- Consistent regardless of project size
- Good English written and oral communication skills, good working knowledge of Hindi. Marathi is an advantage
- Willing to listen to feedback and use it to improve
- Team player
- Mindful of organisation policies
- Flexible and able to deal with ambiguity (asking the right questions, anticipating needs, being resourceful and preparing for a number of outcomes)