



## Jan Sahas: JD for Communication Associate

<b><u>Hiring for:</u></b>	<b>"Communication Associate - Graphic Design"</b>
<b><u>Apply by:</u></b>	10th June 2021
<b><u>Ideal joining:</u></b>	Immediate (Negotiable)
<b><u>For application and queries, write to:</u></b>	<a href="mailto:careers@jansahasindia.org">careers@jansahasindia.org</a>
<b><u>Read more about us at:</u></b>	<a href="http://www.jansahasindia.org">www.jansahasindia.org</a>

### About the organization

Jan Sahas, established in the year 2000, is a not for profit grassroots organization committed to promote the development and protect the rights of socially excluded communities with the special focus on girls and women through eradication of all forms of bondage including manual scavenging and caste based prostitution; empowerment of adolescent girls and women to end violence and gender justice, skill development for dignified livelihoods and social entrepreneurship; legal aid for access to justice and reform in criminal justice system; land and agriculture development; develop barefoot lawyers to build victim or survivors as leader and empowerment of communities through capacity and organization building. With our national office in New Delhi. We are currently working in more than 72 districts of 11 states in India.

To know more please visit at: <https://jansahas.org>

### Summary:

We are looking Graphic Designer for Communications Team in Jan Sahas, who can develop visual content to communicate and deliver key messages. Major activity will be to apply the designing techniques for layout development of report, use typography and pictures to enhance the presentation, develop IEC materials for various programs and focus on the logic of displaying elements in interactive designs, to optimize the user experience.

**The Communication Associate shall have the skills and experience to deliver on Key Performance indicators (KPIs) in the following areas:**

### Roles and Responsibilities:

- Conceptualising visuals based on requirements for communication materials (e.g., annual report, flip chart, pamphlets, audio-visual, etc.), and develop graphic design, illustrations, logo, branding materials, publication layouts, etc.
- Develop graphics and illustrations across various platforms for digital advertising, email circulation, news letter, website content, social media content, video/film, e-learning materials, etc.
- Collaboratively work with the content development team, program team, partnership and fundraising team to develop the final design for print and digital collateral.

- Based on the current organisational situation, understand & analyze further communication requirements and review effectiveness of past communications to develop and execute effective communication strategy.
- Support Communications and program team for large-scaled events for execution of ideas and reporting from the communication perspective.
- Coordinate and develop content for social media and online platforms to increase the visibility of Jan Sahas in digital platforms.
- Liaising with external printers on a regular basis to ensure deadlines and printed material are delivered to the highest quality.
- Develop interactive audio-video content for our community members, partners & donors and general audience.

### **Qualification :**

- 2-3 years of relevant work experience in graphic and visual designing, illustration, video production and content generation for developing sector and similar organizational.
- Experience in working with Adobe PhotoShop, Adobe Illustrator, Adobe InDesign, CorelDRAW and other graphic design software.
- Graduate/Post-graduate degree in Designing/Communication/Fine Arts/Visual Arts/Media/Journalism or an equivalent field.

### **Other Requirements:**

- Ability to work in a team, self- motivated and driven, with a keen interest in learning new concepts and ideas.
- Extremely strong communications skills in English and Hindi (both written and verbal), added advantage if you know any other Indian language.
- Past-experience of leveraging various media and digital communication channels to reach and engage with different audiences.
- Experience in managing official social media properties (websites, Facebook/ LinkedIn/ Twitter/ Google+ pages, blogs, newsletters, etc.)
- Strong computer literacy, including ability to use design software, video & audio editing software, mass email circulation software, online tools of data sharing and social networking applications. Familiarity with HTML and CSS will be an added advantage.
- Should be able to deliver materials on required timeline and strictly follow the deadline for all the tasks assigned.

### **Application Process:**

Interested applicants should share the updated CV and Cover Letter (not more than 500 words), with the following details;

- CV should outline work experience, education qualifications, awards & achievements, skills, contact details, expected salary, last salary received (CTC) and notice period.

- Cover letter should outline your strengths and weaknesses, your approach to the above-mentioned position and suitability.
- Three references with contact details.

Completed applications should be sent to [careers@jansahasindia.org](mailto:careers@jansahasindia.org). Subject for application email should mention **"Communication Associate - Graphic Design"** ”

**Closing date: 10th June 2021**

Applications received after the closing date and incomplete applications will not be considered for the required vacancy.

Only Shortlisted candidates will be intimated about the interview by 11th June 2021.

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**Our Vision: "Dignity & Equality for All"**

*Jan Sahas is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on organisational needs and priorities; without regard to race, religion, ethnic origin, gender, age, or sexual orientation.*