



backing local change.

POSITION DESCRIPTION

Graphic Designer

POSITION TYPE

Part-time, 2 days per week; 12 month contract
(with the potential to extend)

REPORTS TO

ygap Marketing and Communications Manager

The in-house Graphic Design role is a crucial part of ygap's work. You will be working alongside an international team in an exciting and agile non-profit, sometimes on regular deliverables such as quarterly reports, and sometimes on conceptualising the look and feel of a new campaign. The position requires someone with excellent design skills, deep knowledge and experience across the Adobe suite, familiarity with Wordpress and the ability to assist in website maintenance, an open and creative mind, and the ability to work in a fast-paced environment with tight deadlines.

Most of our team at ygap headquarters is located in Melbourne, however, we are open to remote work for the right candidate, with flexibility in work times.

The role is initially two days per week with the potential to increase.

ABOUT YGAP

ygap is an international development organisation that supports early-stage social impact ventures with locally-led solutions to local problems. We believe in the power of entrepreneurship as an effective and sustainable way to provide opportunities for people to lift themselves out of poverty and disadvantage.

We find, accelerate and support the growth of impact ventures led by local entrepreneurs who deeply understand the unique challenges of their communities and are best placed to develop solutions. We currently support ventures across Africa, South Asia, the Pacific Islands and Australia. ygap has offices and local teams that lead our programs in each area that we work. Since 2008, the ventures that ygap has supported have gone on to benefit the lives of over one million people.

GUIDING PRINCIPLES

We have three guiding principles by which we approach our hiring process:

1. We embrace working remotely and flexibly: it is about the quality of work and how best to achieve this
2. We encourage applicants from all cultures, ethnicities and backgrounds.
3. We have a strong focus on diversity, inclusion, gender equity and gender equality across all our operations.

OUR VALUES

Humility

Our work is driven and informed by the people we serve

Conviction

We deeply believe in our model and back the ventures that come through our programs

Integrity

We apply our values in every aspect of what we do, earning the trust of those we work with

Effectiveness

We continuously critique our work and improve to ensure long lasting impact

Innovation

We're willing to challenge the status quo and embrace innovation in our operations and in the ventures we support

KEY ROLES AND RESPONSIBILITIES

Graphic Design (75%)

- Work with the Marketing and Communications Manager to fulfil design briefs from across the global team, including design for annual and quarterly reports;
- Document formatting and document template creation - in Google Docs, Google Slides and InDesign;
- Create graphics for social media tiles, banners and ads;
- Strong experience in Google Suite;
- Ideal but not essential: experience using After Effects and Premiere Pro.

Cross-organisational support (25%)

- Support in concept creation and delivery for new campaigns;
- Support website maintenance and updates through Wordpress;
- Some basic video and audio editing;
- Some basic animation;

THE KIND OF PERSON WE ARE LOOKING FOR

- The Kind of Person We're Looking For:
- You have a creative mind with the ability to work conceptually;
- You are excited by a challenge and willing to work within tight deadlines;
- You don't necessarily have experience working within a non-profit, but you will have a strong passion for helping to improve the lives of people living in poverty;

KEY SELECTION CRITERIA

- Excellent design skills and advanced knowledge of Adobe Suite, especially InDesign, Illustrator and Photoshop;
- Excellent time management, organisation skills, and the ability to prioritise;
- The ability to work remotely and autonomously;
- Able to accurately fulfil design briefs and learn and work within existing brand guidelines;
- Experience working in a fast-paced environment with tight turn-around times;
- Experience with website maintenance and updates using Wordpress;

APPLICATION PROCESS

To apply for this role, please send your CV and a cover letter addressing the key selection criteria to:

eva.mackinley@ygap.org

Applications will be accepted and interviews conducted on a rolling basis. Please apply as soon as possible.