

POSITION DESCRIPTION

Polished Man Graphic Designer

POSITION TYPE

Part time, 2 days per week
12 month contract

REPORTS TO

Polished Man Campaign Manager

The in-house Graphic Design role is a crucial part of Polished Man's work. You will be working alongside a fast-paced team in an exciting and agile non-profit, sometimes on regular deliverables such as campaign 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, 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.

YGAP AND POLISHED MAN

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.

Running for the month of October, the Polished Man campaign celebrates the great men and women in our society: those who paint a nail, raise funds, raise their voice and actively commit to ending violence against children. Over the last 7 years, we have raised close to \$7M, and engaged over 110,000 people from around the world to get behind this movement funding both trauma recovery and trauma prevention in Australia and around the world. In the past we had the likes of Chris Hemsworth, Zac Efron, Kelly Slater and Malcolm Turnbull get behind us, just to name a few!

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

YGAP'S RECRUITMENT DIVERSITY STATEMENT

At ygap, we welcome all people to be unapologetically themselves. We are not the same and that is our greatest strength. It is the collective sum of our individual differences, beliefs, experiences, self-expression and talent that enables us to live out our purpose which is to back local change.

To back local change well, we need a community that is a representative of the people we serve; the people of the world.

ygap is committed to cultivating and preserving a culture of equity, diversity and inclusion across the organisation and all of our operations.

KEY ROLES AND RESPONSIBILITIES

- Work with the Polished Man team to fulfil design briefs across different formats and in tight turn-around times.
- Document formatting and document template creation - in Google Docs, Google Slides and InDesign
- Create graphics for social media tiles, banners and ads
- Create a wide range of assets for our pro-bono paid media campaign across a variety of formats including large format for outdoor, digital, and print
- Design of key external documents such as partnership proposals and our annual campaign report
- Produce assets for paid digital campaign across social media channels
- Strong experience in Google Suite
- Some basic video and audio editing; experience using After Effects and Premiere Pro.
- Basic animation and gif production
- Desired but not essential: Experience working on a digital fundraising campaign.

THE KIND OF PERSON WE ARE 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 and those being subjected to violence

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
- Able to produce large volumes of work at peak campaign times
- 4-5 years of graphic design experience/experience in a similar role

APPLICATION PROCESS

To apply for this role, please send your CV, a cover letter addressing the key selection criteria, and a portfolio of relevant work to: **kaitlin.harasym@polishedman.com**

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