Position Description

Position Title: Graphic Designer - Bangladesh

Reports to: Country Director

Direct Reports: N/A

Position type: Five days per week on an initial 6 month contract with intention to extend (Working hours/location can be flexible based on discussion)

About Spark*:

Spark* is the impact arm of YGAP. At Spark* we believe that local challenges are best solved with local solutions. We find, train, support and help scale early stage social ventures in Kenya, South Africa, Bangladesh and Australia that are improving the lives of people living in poverty - improving access to quality education, healthcare, safer homes and better jobs.

Position Summary:

We are looking for a hard-working, highly productive and versatile creative individual (graphic designer/basic copywriter/basic web developer) or agency who is capable of creating brands, logos, marketing collateral and simple Squarespace websites for the entrepreneurs across our global network.

Who are we looking for?

• You are creative and can dream up a world class brand for an entrepreneur that will set their company apart from their competitors.

• You can execute your creativity, turning a dream into a real logo, a real proposal, a real business card design.

• You will be able to draft up or improve upon wording for websites and wow the entrepreneurs and their clients with your brilliance.

• You are familiar with the Adobe suite and can make changes to work faster than Usain Bolt can finish a race, run around the track, high five 1000 people, and do an ad for Gatorade.
• You hate bureaucracy but you love systems. You are organised, and have a love for good processes!

• You are comfortable working remotely. We ensure you have good internet and the technology you need to produce kick ass work for entrepreneurs across the country where you will be working.

• You are the kind of person who has WhatsApp beeping, Trello cards moving, emails rolling in and out, and you still get heaps of work done.

• You are aware of social media management and can develop and advertise relevant contents.

**Specific Responsibilities:**

• Receive design briefings from Spark entrepreneurs and maintain a strong organisational and communication system to manage their requests.

• Creation of a brand for an entrepreneur’s venture including colour palette, fonts etc.

• Design of a logo for an entrepreneur based on this brand creation.

• Design of marketing collateral such as banners, business cards, social media content, brochures.

• Editing of copy for entrepreneurs’ websites and marketing collateral.

• Creation of basic websites using Squarespace.

• Updating of websites for entrepreneurs when required.

• Updating relevant designing activities depending on needs.

• Maintaining Spark* Bangladesh Social Media. Entrepreneurs Social Medias as well.

• Developing, advertising, maintaining and managing contents for the Social Medias.
Selection Criteria:

• Graphic design qualification and a minimum of 2 years design experience

• Expert knowledge of Adobe Creative Suite

• Strong creative, organisational, problem solving and time-management skills

• Strong conceptual skills, high-level sense of design, layout and typography

• Ability to think broadly and offer a variety of design solutions

• Expert knowledge in graphic production process

• Excellent interpersonal and communication skills

• Ability to execute projects from start to finish with minimal supervision

• Experience building websites in Squarespace

Application Process:

Apply through this posting or to nirjhor@sparkinternational.org, with your CV and electronic portfolio