

JOB DESCRIPTION

Position : Junior Graphic Designer	Location: New Delhi
Positions: 01	Program Site: Communications

About the Role

The Junior Graphic Designer will support the Communications Team in creating engaging and impactful visual communication materials for the Foundation's programmes, campaigns, advocacy initiatives, strategic partnerships, and organizational communication. Working under the guidance of the Senior Graphic Designer, the role will involve executing creative briefs, developing digital and print designs, maintaining brand consistency, and supporting the production of high-quality communication collaterals that advance KSCF's mission of ending violence against children and ensuring every child's right to freedom, safety, and education.

Key Responsibilities

- Assist the Senior Graphic Designer and Communications Team in designing creative communication materials for the Programme Team, Strategic Partnerships Team, and Chairperson's Office.
- Create visual assets for social media, digital campaigns, events, advocacy initiatives, and other organizational activities.
- Design and adapt communication materials such as social media creatives, brochures, presentations, newsletters, reports, proposals, website graphics, and digital and print advertisements.
- Translate creative briefs, key messages, and content into clear, engaging, and audience-appropriate visual designs.
- Support the development of campaign creatives and event branding, ensuring alignment with KSCF and SMGC's communication objectives.
- Follow established brand guidelines and ensure the consistent use of the Foundation's logo, colours, typography, and visual identity across all collaterals.
- Assist in developing and updating standardized templates for presentations, reports, proposals, and other communication materials under the guidance of the Senior Graphic Designer.
- Support basic video editing and the creation of short videos, reels, and multimedia content for digital platforms, wherever required.
- Prepare artwork for print production and assist in reviewing design proofs, layouts, and final outputs for quality and accuracy.
- Coordinate with the Senior Graphic Designer, Communications Team, and relevant internal stakeholders to incorporate feedback and complete design assignments within agreed timelines.
- Maintain well-organized design files, working files, templates, and approved brand assets for easy access and future use.
- Assist in coordinating with the Administration Team and external vendors for the timely production and delivery of print materials.
- Stay updated on emerging design trends, creative tools, and software to strengthen design skills and improve the quality of output.
- Manage multiple assignments simultaneously, prioritize tasks, and ensure timely delivery while maintaining attention to detail.

Qualifications and Experience

- Bachelor's degree or diploma in Graphic Design, Visual Communication, Fine Arts, Multimedia, or a related field.
- 0–2 years of relevant experience in graphic design; freshers with a strong portfolio and relevant skills may also be considered.
- Proficiency in Adobe Creative Suite, particularly Adobe Illustrator and Photoshop. Knowledge of InDesign will be an advantage.
- Working knowledge of Canva and Microsoft PowerPoint.
- Basic understanding of design principles, typography, colour theory, layout, and visual hierarchy.
- Familiarity with digital design formats, social media specifications, and basic print production requirements.
- Basic knowledge of video editing tools such as Adobe Premiere Pro or equivalent software will be an advantage.
- A portfolio demonstrating creativity, design fundamentals, and the ability to communicate messages visually.

Key Skills and Competencies

- Creativity and a strong visual sense.
- Attention to detail and commitment to quality.
- Willingness to learn, accept feedback, and improve designs through revisions.
- Good time management and organizational skills.
- Ability to work collaboratively with the Senior Graphic Designer and cross-functional teams.
- Flexibility to manage multiple assignments and work within deadlines.
- Sensitivity towards child rights, social issues, and the Foundation's mission and values.

Preferred Technical Skills

- Adobe Illustrator and Photoshop
- Adobe InDesign
- Canva
- Microsoft PowerPoint
- Adobe Premiere Pro or other basic video editing tools
- Figma (basic knowledge preferred)
- Familiarity with AI-assisted creative tools, such as Adobe Firefly or equivalent, is an advantage.

Role Expectations

The Junior Graphic Designer is expected to work under the supervision of the Senior Graphic Designer, follow established creative briefs and brand guidelines, and ensure timely execution of assigned design tasks. The role will focus on design implementation and production support, while the Senior Graphic Designer will provide creative direction, review outputs, and oversee overall brand consistency and design quality.

Compensation

Competitive remuneration commensurate with qualifications, skills, and experience, in line with the Foundation's compensation framework.

How to Apply: Please apply using the link provided below.

Link - <https://forms.gle/UBd7Uz7EVP6R1Tn7>