



Part-time Graphic Design and Communications Assistant

Consultancy
Location: Global

About Free the Slaves

Founded in 2000, Free the Slaves (FTS) is a pioneer and leader in the global effort to eradicate modern slavery. Our mission is to liberate those in slavery and end the conditions that allow slavery to persist. Free the Slaves works at the grassroots level to empower individuals and communities who are vulnerable to develop resistance to slavery and remain free. We work with and through local partners to build organizational and governmental capacity to combat slavery and trafficking. At national and international levels, we advocate for the adoption and implementation of laws and policies that effectively reduce vulnerability and the occurrence of modern slavery.

For more information, visit www.freetheslaves.net.

Consultancy Description

Free the Slaves is seeking a part-time contract Graphic Design and Communications Assistant. The Graphic Design and Communications Assistant will support the Communications Manager by designing documents, social media graphics, reports, and other illustration and design tasks as needed. The position will also create, edit, and proofread written communication and ensure visual consistency across brand publications and channels. The consultant will report to the Communications Manager and work remotely.

The consultant must be willing to:

1. Work remotely and independently using their own computer and software;
2. Work 3 days per week (24 hours);
3. Attend FTS team meetings as required.

Qualifications

The ideal candidate will:

- Possess a minimum of 5 years of graphic design and communications experience. Experience with nonprofit organizations is desired
- Be proficient in Adobe Illustrator, Indesign, Photoshop, Premier Pro, Canva, Microsoft Office, Google suite, and other design-related software. (required)
- Have experience working with DIVI theme builder for WordPress (preferred)
- Demonstrate excellent attention to detail.
- Possess excellent written and oral communication skills in English (document editing and proofreading regularly required). (required)

- Be fluent in one or more of FTS' other working languages (French, Spanish, or Arabic) is preferred.
- Be well organized, self-motivated, reliable, and able to work independently.
- Demonstrate an ability to engage cross-culturally and collaborate professionally with global staff.
- Have a demonstrated history of interest and/or involvement in anti-human trafficking work.

Job Description

- Create compelling designs for external publications and documents
- Create visually interesting graphics for social media, FTS websites, and blogs
- Assist with updating printed promotional materials utilizing brand guidelines
- Assist with creating, editing and proofreading written content and documents.
- Ensure visual consistency across publications and brand channels.
- Utilize design to communicate complex ideas visually
- Assist communications manager with other tasks as requested
- Assist with developing social media content and maintaining the organizational content calendar
- Design lead magnets (Ebooks, online courses, downloadable fact sheets, etc.).
- Assist with website design and content optimization

Application Process

Applications should include a:

1. Curriculum Vitae
2. Cover Letter
3. Link to a portfolio with at least four work samples (social media, document layout, printed promotional materials, professional writing sample).

Compensation for this position is \$15-\$25 USD per hour, depending on experience and qualifications.

Please send the following documents to careers@freetheslaves.net with the subject line "Communications Assistant". Applications will be reviewed on a rolling basis.

Free the Slaves is an equal-opportunity organization. Qualified applicants are considered without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.