

JOB DESCRIPTION

Job Title:	Volunteer Designer
Programme/Dept:	Programs Department
Reports to:	Advocacy & Communications Officer
Supervision:	None
Duty Station:	Nairobi Office

JOB SUMMARY

The Volunteer Designer will support the Programs team as well as the People & Culture department in creating visually engaging materials that amplify the organization's anti-corruption, governance, and citizen empowerment messages, and that also enhances internal communications. This role is ideal for a creative individual passionate about design for social good and looking to gain professional experience within a civil society environment.

1. Design & Creative Development

- Develop visual content for campaigns, reports, and social media that communicate key messages on transparency, integrity, and accountability.
- Design posters, infographics, event banners, flyers, and digital assets in line with the organization's branding.
- Support in formatting reports, newsletters, and other publications for online and print use.
- Create simple animations, motion graphics, or short videos where needed to enhance storytelling.
- Liaise with and offer technical support to external consultants engaged to provide additional or specialised audio/visual services

2. Brand & Visual Identity Support

- Ensure consistency in the application of the organization's brand identity across all materials.
- Assist in updating brand templates and visual guidelines.
- Provide creative input for campaign concepts and advocacy visuals.

3. Digital Communication Support

- Collaborate with the social media team to produce timely and engaging content for various digital platforms.
- Edit and resize visuals for different platforms (Facebook, Instagram, LinkedIn, X, YouTube).

- Contribute to creative brainstorming sessions for digital storytelling and awareness campaigns.

4. Event & Campaign Assistance

- Design materials for program activities, launches, public forums, and awareness campaigns.
- Support the communications team in visual documentation of events (basic photography or video editing is a plus).
- Assist in setting up visual displays and branding during physical activations.

5. Collaboration & Learning

- Work closely with program and communications staff to interpret complex governance issues into accessible, human-centered visuals.
- Maintain an organized archive of design files and media assets.
- Consolidate the organisation's media assets (Photos, videos, infographics) into a central repository that can be easily and quickly accessed online by all staff
- Participate in feedback sessions and learning opportunities to grow professional and creative skills.

Qualifications

Education

- Diploma or Bachelor's degree in graphic design, Visual Communication, Multimedia, Fine Arts, or related field (students or recent graduates are encouraged to apply).

Experience

- Prior volunteer work, internship, freelance, or personal design projects will be considered.
- Experience creating designs for social impact or advocacy work is an added advantage.

Skills & Competencies

Technical Skills

- Proficiency in design tools such as Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere Pro), Canva, CorelDRAW.
- Basic video editing or motion graphics skills are an advantage.

- Familiarity with preparing files for both digital and print use.

Creative & Communication Skills

- Strong sense of visual storytelling and design composition.
- Ability to interpret and simplify complex ideas into clear visuals.
- Attention to detail, creativity, and willingness to learn.
- Good communication and interpersonal skills.

Personal Attributes

- A person of high integrity that will model TI-Kenya's core values;
- A strong commitment to the aims, objectives, and values of TI-Kenya;
- Excellent communication, and presentation skills – verbal and written;
- Excellent interpersonal/relational skills;
- Self-driven, proven ability to meet deadlines with a high level of creativity and flexibility;
- Ability to be flexible and work on multiple projects at one time; demonstrated ability to work in partnerships;
- Creative response to opportunities in projects with integrated media and advocacy plans and actions;
- Open to feedback and collaborative work.
- Passionate about social justice, governance, and advocacy work.
- Demonstrates integrity, creativity, and commitment to the organization's mission.

Benefits of Volunteering

- Gain hands-on experience in visual communication within a civil society and advocacy setting.
- Opportunity to build a professional design portfolio with real-world impact projects.
- Exposure to communications strategy, advocacy campaigns, and social media content creation.
- Certificate of Service upon completion of the volunteer term.
- Mentorship and networking opportunities within the communications and governance space.

Duration & Commitment

- **Duration:** 3-6 months, with possible extension based on performance and organizational needs.

Apply for this position using the below link:

<https://docs.google.com/forms/d/e/1FAIpQLScHbSmYDfTzY0N3uxXLC086b40ewJhx1mBH1kZrILWU9nzA6A/viewform?usp=publish-editor>