



Communications Design Assistant

Terms of Reference

Job Overview

The Communications Design Assistant will support the Mentorship Program by creating high-quality manuals, documents, guidebooks, and toolkits to ensure consistent communication and processes. Working closely with the Mentor Program Manager, the assistant will develop branded templates and supporting documentation, contributing to the program's effective implementation and sustainability. The ideal candidate will have a strong background in graphic design, document creation, and brand management, designing and producing various program materials that are visually appealing and aligned with the program's branding. This position, hired through Circle Group Limited, is a fixed-term role for one year.

Responsibilities

Manual, Document, and Guidebook Creation

- Create comprehensive manuals, guidebooks, and toolkits to support the Mentorship Program.
- Develop a Team Guide, Mentor Guide, Participant Guide, and Mentoring Events Toolkit.
- Ensure all materials are clear, concise, and user-friendly.

Template Design

- Design program-branded templates for all documentation and communication.
- Ensure consistency in branding and visual identity across all materials.
- Update and maintain templates as needed to reflect program changes and improvements.

Content Development

- Collaborate with the Mentorship Program Manager to gather content and information for manuals and guides.
- Write and edit content to ensure accuracy and clarity.



- Incorporate feedback from stakeholders to refine and improve materials.

Visual and Graphic Design

- Create visually appealing graphics, charts, and diagrams to enhance the materials.
- Use design software to produce high-quality documents and templates.
- Ensure all designs are aligned with the program's branding guidelines.

Documentation and Archiving

- Organize and archive all materials for easy access and future reference.
- Maintain an updated inventory of all guides, manuals, and templates.
- Ensure all materials are accessible to relevant stakeholders.

Support and Coordination

- Assist in the planning and coordination of mentoring events and activities.
- Provide support in the dissemination of materials to mentors, participants, and other stakeholders.
- Ensure timely production and distribution of all documents and guides.

Requirements

- Bachelor's degree in Graphic Design, Communications, Marketing, or a related field.
- Minimum of 2 years of experience in graphic design, document creation, or a similar role.
- Proficiency in design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign).
- Strong understanding of branding and visual identity principles.
- Excellent written and verbal communication skills.
- Ability to work collaboratively with diverse teams and stakeholders.
- Strong organizational skills and attention to detail.
- Ability to manage multiple projects and meet deadlines.
- Experience in creating training or instructional materials is a plus.
- Knowledge of the mentoring process and program management is an advantage.

Skills and Attributes

- Creativity and innovative thinking.
- Strong problem-solving abilities.



- High level of professionalism and work ethic.
- Ability to work independently and as part of a team.
- Flexibility and adaptability in a dynamic work environment.
- Strong interpersonal skills and ability to communicate effectively.

Application Process

If you are passionate about creating impactful communication materials and supporting the growth of the Mentorship Program, we encourage you to apply [here](#).