

PTW Volunteer Position Description

Global Enlightener Design Lead

Location: International (No specific location required)	
Contact Type: Remote or Online	
Team/Department: Creative Design	Position Manager: Creative Director
Weekly Volunteering Hours: 3	Volunteer Day(s): Non-specific/flexible
Duration: Ongoing part-time	
Application Closing Date: dd/mm/yy	
Additional Requirements: Nil	

PTW Overview:

PTW is a 100% volunteer run and operated international aid organization. Our aim is to provide the world with access to quality education and facilitating healthier lifestyles. Through a network of skilled volunteers, we deliver a range of health and education initiatives at the individual, community, and global level. For more than a decade PTW has utilised emerging technologies to deliver our health and education initiatives, meeting the needs of an increasingly connected world.

Position Overview:

This role requires an individual with excellent 2D graphic design and digital illustration skills. PTW's Global Enlightener is a news and blog page containing digital articles and resources for an international audience. Some articles are designed for adult readership, whilst others for children. The Global Enlightener design team is responsible for taking the written content and uploading this into a visually creative and professional layout including images and graphics for public viewing.

Role Type:

This is a virtual and remote role, where the successful candidate is required to be available to conduct the relevant functions on a regular basis. Reliable access to internet, and a computer, in line with OHS workplace guidelines is essential.

Role Opportunity and Responsibilities:

This role has several responsibilities including:

- Liaising with Global Enlightener content writers to ensure content is uploaded to the PTW Global Enlightener website and presented in a visually dynamic and engaging way.
- Lead and manage a small team of designers dedicated to the Global Enlightener.
- Bring creativity, innovation, and excitement to the visuals of the Global Enlightener whilst remaining within the brand design guidelines and PTW policies and procedures.
- Ensure the visual content of PTW instils and promotes the values of health, education and volunteering that PTW drives and inspires.

Who This Role Is Suited For:

This role is suited for individuals with strong and proven experience in professional graphic design and publications or editorials.

Desired Skills/Qualities:

- Strong leadership/management skills
- Strong verbal and written communication skills
- Strong digital literacy skills
- Experience and skills with content uploading to web platforms (e.g. WordPress)
- Document management skills
- Strong process management skills
- Strong Adobe InDesign or illustrator skills and access

About You:

You will enjoy working in a fast-paced environment with a passion for visual imagery, creative design, and artistic representation. You have a passion and interest for health, education, and volunteering; and enjoy the creative opportunity to represent and communicate this through outstanding and attractive graphic work. You are proactive, dedicate and able to juggle priorities whilst also knowing how to be flexible and adaptable to challenges or roadblocks in the development process. You have excellent communication skills and don't need to wait to take action where needed.

What You Can Look Forward To When You Join Us:

As part of PTW you will get the opportunity to:

- Learn and develop from other professionals and leaders in the industry
- Have the opportunity to be empowered to changing lives
- Be part of a like-minded team of volunteers from all over the world
- Attend all PTW Community Engagement events for free
- Flexible volunteering opportunities
- Feeling satisfied and positive that you're volunteer efforts are contributing to improving the health and education of those who need it