

## Freelance Graphic Designer

**Date:** 28 January 2020

**Closing Date:** 15 February 2020

**Preferable Starting Date:** As soon as possible

**Located in:** Remote

**Contract type:** Freelance Consultant Contract

**Duration:** Until 31 December 2020 with possible extension, contingent on the availability of funding

**Coordinating with:** Digital Resource Manager

**Supervision of staff:** N/A

COAR is an independent social enterprise that directly supports practitioners, policy-makers, and donors by facilitating humanitarian and development interventions in complex, fragile, and high-risk environments. COAR delivers neutral and objective research and analysis, which identifies - but does not influence - local stakeholders, relationships, interests, and analyses broader political, economic, social, and security dynamics and trends. COAR research leverages social media, personal networks, research teams, and local experts in order to map and translate the local human context; COAR analysis synthesizes and studies this data in order to inform both programmatic and strategic decision-making, reduce security and conflict sensitivity risks, and increase the impact of humanitarian, development, stabilization, peace-building, and peacekeeping initiatives.

### Overview

The Freelance Graphic Designer will be responsible for the layout, design, and overall visual identity of written reports and other outputs, as needed. The Freelance Graphic Designer will be expected to deliver high-quality, error-free final products, while creatively and independently addressing design challenges to enhance overall output quality. Deliverables, as outlined below, must adhere to COAR's branding guidelines, and must be crafted for easy consumption by a wide audience, while remaining aesthetically pleasing. Finally, the Freelance Graphic Designer will be expected to work on a tight deliverable schedule within COAR's time-sensitive production cycle.

### Main Deliverables

- With Adobe Suite and other graphic design platforms, create templates for periodicals, reports, and other written and visual deliverables;
- Determine size and arrangement of graphics, layout, and images based on media type;
- Ensure the design and layout of deliverables are clear, clean, and high-quality, and meet professional publication design standards;
- Ensure COAR's branding guidelines are implemented in the design of written deliverables;
- Respond to and fulfill project requests in a timely fashion to meet time-sensitive project deadlines;
- As requested, create infographics, charts, and other data-driven visual analyses;
- Independently produce deliverables in PDF and other file types, as requested, with minimal supervision and/or input.
- As requested, propose creative and innovative graphic design perspectives, templates, graphics, and visuals.

### Skills and Competencies

- 5+ years of experience with graphic design in a professional setting;
- Proficiency in Adobe Suite (particularly InDesign and Illustrator), and other graphic design software, MS Office and Gsuite (Google documents/sheets);
- An exceptional eye for color, typography, detail, and layout; Good artistic capacity, knowledge of layout principles, and aesthetic design concepts;
- Strong visual, verbal, written communication skills;
- Deadline-oriented, flexible, organized and able to handle competing priorities;
- Strong design, typography, and layout skills;
- Ability to learn and adapt quickly;
- Experience with graphic design in the development and/or humanitarian sector a strong preference.

### **To apply**

Please submit your **CV, portfolio or samples of previous deliverables**, and the **proposed rate of payment (hourly, per page, per deliverable, etc.)** to [hr@coar-global.org](mailto:hr@coar-global.org). Please note that this is a freelance position, and payment is contingent upon confirmation of completed deliverables.