



Job Advertisement

Position: Visual Communication Assistant

Location: Amman, Jordan

Type: Full-time, Exempt

Reports to: Communications Manager

United Palestinian Appeal is seeking a qualified candidate for the visual communication assistant position.

The Visual Communication Assistant will provide support in producing various communications materials, specifically visual content (digital and offline), to support UPA's communications strategy and fulfill various communication requirements for UPA's projects.

Main Responsibilities:

- Produce diverse communication materials, including brochures, infographics, social media posts, and videos.
- Assists in the production of the photo/video requirements of the organization and various projects, including social media content.
- Manage multimedia assets, ensuring proper documentation and organization.
- Assist in maintaining the website and social media accounts content and help implement social media strategies.
- Participation in official UPA activities and other network activities as needed

Requirements:

- Bachelor's degree or equivalent in Visual Communications, Multimedia, Graphic Design, or any related field.
- 2+ years of experience in visual content production.
- Proficiency in Adobe Creative Suite.
- Strong understanding of design trends and storytelling.
- Fluency in Arabic and English; knowledge of Palestinian culture preferred.
- Staying up to date on trends and technology in the field.

About UPA

UPA empowers Palestinians to improve their lives and communities through socially responsible and sustainable programs in health, education, and community and economic development.

Apply by sending your resume and cover letter portfolio to (employmnt@upacconnect.org) by February 29, 2024

Applications will be reviewed and considered on a first-come, first-served basis.