

JOB OPPORTUNITY

Graphic Designer

Los Angeles-based AIDS Healthcare Foundation (AHF), is a global non-profit organization providing cutting-edge medicine and advocacy to almost 2 million patients in 45 countries. We are the largest provider of HIV/AIDS medical care in the U.S.

AHF Asia Bureau which is based in Cambodia implements its projects in Cambodia, China, Indonesia, Myanmar, Nepal, Philippines, Thailand, Vietnam, and Laos. To accommodate marketing and graphic design needs, AHF Asia Bureau is looking for a **Graphic Designer** to be based at its Thailand country office.

Under the supervision of the Associate Director of Global Creative Design & Regional Advocacy and Marketing Manager – the Asia Bureau Graphic Designer is responsible for the development of conventional marketing materials for all the bureau programs from concepts to completions. This entails the development of creative briefs and design concepts to meet AHF business objectives and standards. The graphic designer will be responsible for development of but not limited to; digital and print collaterals, websites, design graphics to support traditional and digital campaigns/events and any of their related tasks.

Essential Duties and Responsibilities:

- Design visual graphics and layouts for corporate and affiliated online platforms to ensure brand consistency and communication of AHF objectives.
- Adapt all design projects (both original artwork and or art supplied by the Global Marketing team) into Asia Bureau countries' local/preferred language.
- Work with other members of the Global Marketing team to ensure that projects are completed on time and to AHF standards.
- Be responsible for conceptualization of new artwork(s) to be used in multiple forms of advertising media.
- Design digital and print advertising artworks as needed.
- Prepare final and print-ready layout to meet vendor specifications and function as prepress/production artist for digital and print materials.
- Prepare attractive and accurate reports on an as-needed basis. As appropriate, may be involved in the presenting of information to small or large groups of AHF staff.
- Is accountable for meeting deadlines to ensure first-rate service and the highest client satisfaction.
- Is expected to be willing to take on new challenges and specific project assignments in support of the Global Marketing Department and overall AHF vision and initiatives.
- Assist the bureau programs in developing imagery for digital, social media pages and posts, press releases, e-mail blasts, and other newsworthy material when and as necessary.
- Design and format advertising print materials for magazine, newspaper, and other publications in liaison with relevant publication representatives.
- Develop AHF corporate graphics and style standards for all projects assigned including marketing materials such as letterhead, brochures, direct mail, promotional items, outdoor, print, digital, and other forms of advertising/visibility.
- Timely development of conventional all marketing communications materials, i.e., brochures, fact sheets, direct mail, banners, stationery, business cards, promotional items, etc., including coordination with outside copywriters, graphic designers, printers, promotional item vendors, letter shops, etc.
- Work with internal teams to develop ideas for pitching and proposals.
- Ensure quality control over concepts and projects.

- Staying abreast of developments in graphic production, design software, production resources and recommendation of strategies and resources that would aid in providing higher quality marketing materials.
- Timely development of all creative materials for events, event concepts, and/or event promotions
- Name and archive all created, amended, or updated marketing collateral electronic files on the recommended cloud environment(s) and external storages as per the AHF's files names convention.
- Is expected to be a team player who is agile and willing to take up new challenges and specific projects and assignments as deemed appropriate/necessary and in close liaison with the Asia Bureau Regional Advocacy and Marketing Manager and Global Marketing team and in support of the overall AHF vision and initiatives.
- Participates in management meeting, monthly meeting and other meetings as assigned.
- Perform all other duties as assigned as required.

Qualificatios:

- Holds at least bachelor's degree in graphic designing, digital designing or hold other degree in related field.
- Five-year experience in graphic designing or digital media
- Strong aesthetic and design background is a must
- Highly functional knowledge of and experience in using Adobe Creative Suite and other industry-standard graphic design software. Spreadsheet and Word Processing software. Microsoft Teams experience preferred but not mandatory. Ability to work in a Mac based environment
- Fluency in English required. Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to the needs of designing and related works.
- Ability to multi-task and prioritize in pursuit of deadlines
- Flexible, proactive and able to organize work independently as well as work in a team

*Please visit our website to learn more about AHF www.aidshealth.org. Interested candidates are invited to submit a **Cover Letter and CV** to GlobalHR.Asia@ahf.org by **25 March 2024**. Please note that only shortlisted candidates will be contacted for an interview.*