

## TERMS OF REFERENCES



Title: **Graphic Design and Multimedia Volunteer**

Status: Unpaid Internship

Working hours: Negotiable, 3-5 days a week for 3-6 months

Location: Optional (including London, Nairobi or one of ACORD's country offices)

**Agency for Cooperation and Research in Development (ACORD)** is a Pan-African organization with over 40 years of experience supporting development objectives by addressing the root causes of poverty and exclusion. ACORD seeks to go beyond addressing the consequences of poverty by understanding, challenging and changing the conditions that cause poverty and exclusion. ACORD believes that people have a right to a just and equal society and are committed to making that right a reality for people on the margins of African societies. We work in common cause with people who are poor and have been denied their rights to understand, challenge and change these conditions. We work in alliance with organisations worldwide to achieve these aims.

ACORD's priority areas of work include: Resilient livelihoods; Rights and responsibility promotion; and conflict and peace building. We currently have ongoing programmes in 13 countries in East and Horn, Southern, Central and West Africa, including in both Anglophone and Francophone countries.

### **DUTIES and RESPONSIBILITIES:**

ACORD seeks a design & multimedia intern to join its Communications team. Undergraduate students or graduate students are encouraged to apply.

- Create graphic art and info-graphics for social media outlets, newsletters and web advertising opportunities.
- Collaborate with the Communications team on design strategies and branding efforts.
- Assist in the organisation and archiving of ACORD media assets (photos, videos, etc.)
- Film video shorts to visually tell the ACORD story.
- Other design duties as assigned.

### **QUALIFICATIONS and SKILLS:**

- Exceptional communication and organisational skills; keen on attention to detail.
- Strong proficiency in the Adobe Creative Suite (particularly Photoshop, InDesign and Illustrator).
- Knowledge of design for web and print media.
- Video editing, HTML and CSS experience is a plus.
- Ability to manage multiple projects in a fast-paced, deadline-driven environment.
- Graphic design/video editing/photography courses and experiences.
- Knowledge of issues affecting Africa, development assistance or general interest in gender, peace, rights, humanitarian and Development and international policy, advocacy and/or communications.

### **TO APPLY:**

Please send a cover letter, resume and one-to two-page writing sample to our HR team via: [recruit@acordinternational.org](mailto:recruit@acordinternational.org) with "**Design & Multimedia Intern**" in the subject line.

***ACORD is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, national origin, political affiliation, religion, gender, disability, and/or sexual orientation.***