



JOB DESCRIPTION

Women Political Leaders (WPL) is the global network of women politicians. Its mission is to increase the number and influence of women political leaders to achieve men-women parity. WPL is an independent, post-partisan, not-for-profit foundation based in Iceland, the world champion of gender equality. The Brussels secretariat is very international and regularly works with women Parliamentarians and decision-makers around the world.

WPL is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups, and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

WPL does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo reference and background checks.

Graphic Designer

WPL is looking for a Graphic Designer to work on graphic design to join the Communications team. The main role is to assist the communications team on creating graphic visuals for the organisation's different platforms.

Responsibilities:

- Create visual and multimedia materials in Canva for different platforms (including website, social media, and newsletters)
- Assist with the creation of short videos for social media
- Assist with website updates
- Assist with new creative (graphic) ideas for communication plans
- Assist on posting social media content
- Engage during online live events
- Perform other related duties, as assigned or requested, related to social media and graphic design

Skills

- A relevant degree in communications or graphic design
- Interest in visual content production, such as graphic design and video production

- Experience and interest in communications
- Experience and interest in Social Media
- Some experience in Canva
- Some experience in CMS, particularly WordPress
- Advanced written and oral communication and interpersonal skills.
- Attention to detail, problem solving, organizational, and analytical skills
- Excellent written and oral communication skills in English
- Experience with other design softwares such as Illustrator / Photoshop appreciated but not essential

Physical presence in Brussels or Iceland is not required.

Successful candidates are not WPL employees, they have an independent status.

Candidates should send an email entitled *Social Media Specialist Application* to **recruitment@wpleaders.org** with a CV and letter of motivation (each no more than one page of A4), and including also a short portfolio of best projects / case studies managed in the past. Please indicate your earliest availability to start.

Only shortlisted candidates will be contacted.

Personal data processing

The personal information entered on the application forms is recorded in a computerised file. WPL will only process or use your data to the extent necessary for our recruitment.

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