

Graphic Designer



Phone :

Web :

Job Summary

Vacancy :

Deadline : Oct 31, 2025

Published : Oct 09, 2025

Employment Status : Full Time

Experience : 1 - <3 Years

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

We are recruiting a dynamic, fast and creative Graphic Designer to design high-quality visual assets, strengthen EduSpots' brand identity, and deliver creative content that enhances our campaigns and programmes.

Location: Remote working (home-based in Ghana, with some domestic travel)

Reporting to: Creative Manager

Hours: Full-time

Salary: 2,000 – 4,000 Cedis

Purpose of Role

The full-time Graphic Designer will play a key role in communicating EduSpots' mission and vision to a wide range of stakeholders, including volunteers, donors, and supporters, during this exciting period of organisational growth. The ideal candidate will be able to work independently, applying creativity and technical expertise to produce visually compelling and informative materials, including:

- Marketing materials, e.g. brochures, flyers, and posters
- Educational materials, e.g. flashcards, handbooks, one-pagers, and certificates
- Event and fundraising materials
- Digital content and marketing assets

The Graphic Designer will work to ensure that designs are consistent with EduSpots' branding and messaging, and are adapted to a variety of audiences and platforms.

Main duties and responsibilities

- Execute day-to-day graphic design tasks to support organisational needs.
- Develop strong, compelling visual designs for diverse media, including print, digital, presentations, documents, and email communications.
- Design visual concepts and marketing materials for public relations campaigns, including brochures, flyers, and other promotional assets.
- Collaborate with the education team to produce high-quality educational resources.
- Manage project workflows to ensure timely delivery and adherence to deadlines.
- Consistently uphold and apply brand and style guidelines across all design outputs.
- Collaborate with teams across the organisation (e.g., education, operations, fundraising, communications) to understand design needs and deliver relevant resources on schedule.

Education & Experience

Highly skilled in graphic design, digital content creation, image editing, digital animation, and illustration using industry-standard tools, including Adobe Creative Suite, Photoshop, and Canva. Strong portfolio demonstrating diverse design and communication projects. Proficient in typography and layout design. Exceptional visual storytelling skills with the ability to communicate complex ideas clearly and effectively. Experienced in producing high-quality reports, guides, and handbooks. Known for delivering polished work with quick turnaround times while meeting strict deadlines. Adept at providing regular progress updates and incorporating feedback efficiently. Proven ability to work both independently and collaboratively within a team. Two (2) years of relevant professional experience.

Must Have

Outstanding design skills with a strong eye for detail and creativity. Ability to communicate educational ideas in a visually engaging and inclusive manner. Proven capacity to deliver high-quality work quickly, meeting diverse organisational needs. Flexible and adaptable to changing priorities and tight deadlines. Creative, innovative thinker with a proactive approach to problem-solving. Excellent written and verbal communication skills. Strong organisational, time management, and planning abilities, with the capacity to communicate challenges effectively. Exceptional attention to detail, including advanced proofreading skills. Proficiency in Google Workspace, Zoom, WhatsApp and other digital collaboration tools. Self-motivated and able to maintain a high standard of performance with minimal supervision in an impact-driven environment. Strong interpersonal skills, with the ability to build positive working relationships across diverse backgrounds and embrace new ways of working. Genuine commitment to educational equity and community-led change. Strong personal alignment with EduSpots' mission, vision, and values.

Desirable Experience working with an education-focused NGO. Experience collaborating within a multicultural team environment. Demonstrated volunteer experience and commitment to service. Bachelor's degree in Graphic Design, Communications, or a related field. Proven ability to deliver high-quality work within quick turnaround times and tight deadlines. Please send a tailored covering letter and CV, and a sample of previous relevant design work, addressed to the Chief Executive Officer, **Miss Cat Davison**, at recruitment@eduspots.org **Apply Before: 31st October, 2025 For more information visit:** <https://tinyurl.com/49j6nmX2>

Educational Requirements

Compensation & Other Benefits
