

POSITION: Graphic Designer
REPORTS TO: Marketing and Communications Coordinator

External: We reserve the right to end the recruitment process once a suitable candidate is found.

PURPOSE

Under the supervision of the Graphic Design Specialist and Communications Office leadership, the Graphic Designer will support the design and production needs of the Communications Office from layout to quality control

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Bachelor's degree in visual arts or graphic design
- Experience working in a graphic design position for at least three years
- Ability to work independently and collaboratively with the team
- Ability to manage multiple design projects at once
- Native fluency in Bahasa Indonesia
- Working fluency in English
- Proficiency in Adobe Creative Cloud and other relevant design tools
- Experience with basic photography and photo editing
- Knowledge of new artificial intelligence design tools that can be used to support school needs
- Exceptional creativity and innovation
- Great time management and organizational skills
- Excellent interpersonal skills, mature, honest, patient, calm during under pressure, compassionate, and respectful to other people
- A positive attitude, drive, and commitment towards excellence
- Clear commitment to Child Protection, safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

- Works closely with members of the Communications Office team to fulfill schoolwide needs
- Completes tasks delegated by the Graphic Design Specialist and Communications Manager
- Designs still and motion graphic advertisements for print and digital media
- Co-creates print and digital designs for special occasions, including and not limited to athletics competitions, theatrical productions, commencement ceremonies, and facility ribbon-cutting
- Works closely with the webmaster on graphic designs needed for landing pages created for school marketing purposes
- Works closely with the Communications Manager to develop content for social media
- Liaises with external vendors or other suppliers on a regular basis to ensure deadlines are met, and material is printed to the highest quality
- Maintains and enhances the JIS identity and style
- Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting
- Performs other related duties and assumes other responsibilities as assigned by the Marketing and Communications Coordinator.

TO APPLY

Interested candidates should apply directly by email to recruitment@jisedu.or.id.

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references with name, phone number, and email address
(References will not be contacted without the candidate's permission)

Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.