

Helen Keller Intl Job Announcement

Officer, Creative Services

*Remote – flexible to be based anywhere Helen Keller is a *registered employer*

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities that are striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition, and clear vision, we help millions of people create lasting change in their own lives. Working in 20 countries – across Africa, Asia, Europe, and the United States – and together with a global community of supporters, we ensure every person has the opportunity – as Helen did – to reach their true potential.

The Officer, Creative Services will support the development and execution of visual content in support of Helen Keller's brand, marketing, and programmatic objectives. S/he will oversee a range of projects, providing direct support for materials from concept through completion, as well as developing scalable tools and templates that support self-service needs across the organization.

The ideal candidate will have experience in design, photography, and data visualization and be a strong client-oriented project manager who has the ability to collaborate across teams to deliver high-quality, effective design solutions.

Functional Relationships

As a member of the Center for Brand and Marketing, the Officer, Creative Services will report to the Manager, Advertising and manage a graphic design vendor. S/he will collaborate regularly with members of the center, individual fundraising team, and country and program teams.

Key Responsibilities

- Manage the end-to-end lifecycle of creative projects—including scoping, timelines, resourcing, review, and delivery – ensuring alignment with brand guidelines and organizational goals.
- Serve as the primary liaison between internal teams (fundraising, country, program and centers) and external graphic design vendor.
- Collaborate with teams to translate complex ideas into clear, engaging visual content including print and digital collateral, infographics, reports, social media assets, and PowerPoint decks.
- Help teams develop project briefs and ensure clarity of creative goals, deliverables and deadlines and coordinate clear, actionable feedback to ensure final products aligns with brand and messaging standards.
- Support Manager, Advertising with management of internal brand marketing offerings including intranet Brand Toolkit and cloud-based photo repository.
- Develop and maintain and evolve a suite of branded templates and tools that support efficient, consistent, and self-service asset creation by internal users.

- Apply foundational knowledge of design, photography, and data visualization to support asset quality and brand integrity and assist with light design or asset editing for minor or quick-turnaround requests.

Qualifications

For our team to be a great fit for you, the following qualifications should resonate with you:

- Education: Bachelors' degree in design, marketing, communications, or related field.
- Experience: 5 years of experience independently managing creative services projects, preferably at a nonprofit or large global organization, or equivalent combination of education and experience.
- Strong English language writing and editing skills with the ability to synthesize and improve upon project briefs to ensure compelling content and brand alignment.
- Demonstrated success in project management with a client-service mindset, strong attention to detail, and ability to synthesize feedback from diverse stakeholders.
- Familiarity with visual design principles and creative tools (e.g., Adobe Creative Suite, Canva, PowerPoint, etc.). Basic website, tagging, and HTML experience a plus.
- Understanding of brand identity and the ability to apply visual systems across diverse formats and mediums. Hands on photography, infographic, and data visualization experience a plus.
- Collaborative, flexible, and solution-oriented. Ability to maintain balance when under stress.
- Demonstrable respect for all persons, regardless of religion, ethnicity, class or gender with a high comfort level working in a diverse environment with a commitment to high professional, ethical standards.
- Personal commitment to Helen Keller's mission and goals and the values embodied by our namesake and co-founder: courage, integrity, rigor, and compassion.
- Ability and willingness to flex work hours to accommodate multiple time zones.
- Proficiency in French is a plus.

Fairness, Belonging and Zero Tolerance to Abuse

As a member of the Helen Keller Family, each employee is expected to:

- Help to develop and maintain an environment that welcomes and develops a multi-cultural workforce with varied lived experiences and identities.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Helen Keller family, stakeholders in general, and particularly for the communities we serve.
- Follow Helen Keller Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values.

Compensation

Helen Keller offers a comprehensive rewards package, including health and dental coverage, paid leave, and professional development. Specific offerings may vary by country in accordance with local laws.

The compensation for this position will be aligned with the local salary structure. Within the US, the full-time annualized range for this position is \$68,000 to \$102,000, with a midpoint of \$85,000.

To Apply

Qualified candidates should submit a cover letter and resume to Hki.Recruitment@hki.org. Applications will be accepted until the position is filled.

In the spirit of the extraordinary ability and vision of our founder, Helen Keller Intl fosters an environment of fairness and belonging for our workforce.

Helen Keller Intl is an Equal Opportunity Employer. We are committed to the principles of equal employment opportunity for all employees and applicants for employment.

***Locations where Helen Keller is a registered employer:** Bangladesh, Burkina Faso, Cambodia, Cameroon, Cote d'Ivoire, DR Congo, Guinea, Kenya, Mali, Madagascar, Mozambique, Nepal, Niger, Nigeria, Philippines, Senegal, Sierra Leone, Tanzania, and United States(California, Colorado, Connecticut, District of Columbia (DC),Florida, Georgia, Hawaii, Idaho, Louisiana, Maine, Maryland, Massachusetts, Minnesota, New Jersey, New York, North Carolina, Ohio, Oregon, Pennsylvania, South Carolina, Texas, Vermont, Virginia Washington, and Wisconsin).