



Job Description

Job Details

Role Title	Program Associate	Location	New Delhi
Reporting To	Senior Program Officer	Core / Term	Term

ORGANIZATION BACKGROUND:

Centre for Catalyzing Change (C3), is a not for profit organization that works to improve the lives of women and girls in India. Through local partnerships and programs, C3's proven approach to development gives women, adolescents, especially young girls the tools they need to improve their lives, as well as that of their families and communities. Our programs focus on increasing educational and livelihood opportunities for adolescent girls, ensuring access to lifesaving reproductive health information and services, and empowering women to become leaders in their communities

KEY ROLES & RESPONSIBILITIES

- Support in designing assets, creatives, visuals and animations for e-learning courses and modules produced in-house with the Communications Team
- Support in the creation of static communication collaterals such as social media creatives, print and other program-related templated assets
- Support in managing and updating Canva templates of brand communications designs in alignment with program team requirements
- Support in maintaining C3's communications design archive
- Adapt and refine designs based on feedback, while maintaining consistency with brand guidelines
- Assist in optimizing visuals for web, mobile, and print platforms
- Manage multiple design requests while meeting deadlines and quality standards

Note: The roles and responsibilities mentioned above are not exhaustive. Role holder will be guided to perform different tasks as necessitated by changing role within the organization and the overall objectives.

REQUIRED QUALIFICATIONS & SKILLS

- 0–2 years of experience in graphic design
- Strong working knowledge of Articulate, Canva, and Adobe Creative Suite (any software between Photoshop, Illustrator, or InDesign); knowledge of additional AI-based design tools are a plus

- Understanding of design fundamentals: typography, layout, color theory, and composition
- Ability to handle feedback constructively and work collaboratively in a team
- Portfolio showcasing creativity, versatility, and alignment with social development messaging
- Familiarity with e-learning design is a plus, but not necessary
- Strong attention to detail and passion for communication through design
- Strong bend towards gender and issues relating to women and girls

OTHER DETAILS

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.
- Only Short-listed candidates will be intimated.
- C3 reserves the right to close the job advert early if we receive a high number of suitable applications.
- **Link to apply:** <https://mitr2.c3india.org/Career/Home/Application?Code=JOBID-118>

C3 aims to be an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, or disability status. Women candidates are encouraged to apply.