

Mini Job at Unity Effect – Layout Designer

About Unity Effect

We are a for-purpose organisation and self-organised team based in Bonn, Germany, working together with NGOs, social enterprises, networks and leaders around the globe.

We envision a world in which every person, team and network is empowered to have an impact beyond themselves and take conscious, compassionate and collaborative action to create a just and thriving world together.

At Unity Effect we run workshops and accredited online programs on purpose-driven leadership, self-organised teamwork, digital facilitation and supporting changemakers to go from idea to action. We also offer network visualisation, network building and systemic impact evaluation. Our work is all about building capacities to lead change from the inside out.

Learn more about us and our work, [visit our website](#).

About the position

We have recently undergone a rebranding process and we are now in the phase of adapting our materials to our new brand. We are looking for a motivated person with an eye for design and detail to support us with transferring documents and presentations to our new templates.

Hours of work:	Approximately 10 hours per week
Compensation:	450€ per month
Duration:	3 months
Location:	Online*
Starting date:	As soon as possible, ideally 1st October

*We currently work in a hybrid way, partly online and partly in person in our office in Bonn. In case the applicant is also in Bonn, there is the possibility to work partly in person. Otherwise it is possible for all the work to be carried out remotely.

Requirements

- Communicative, open and proactive
- Attention to detail and sense of design
- Experience working with and formatting google documents and google slides
- Comfortable working with digital tools and curious to learn to use new tools and applications as required
- Comfortable working in English and German (at least level B2 in both languages)

Tasks

- Formatting content in a way which is logical and visually appealing, as well as in line with the brand guidelines
- Transferring written and visual content from a PDF, google document or presentation into a new document or presentation template
- Converting PDFs to fillable forms
- Other related tasks as required and agreed upon together

If you are interested, please send your CV and a short text with your motivation to emily@unityeffect.net