

Position Description

Position:	Graphic Design Volunteer
Supervisor:	Brand & Marketing Manager
Location:	Based at Footscray (Flexible work arrangements including the ability to work from home, travel to other ASRC sites required, as necessary)
Time Commitment & Availability:	1 shift per week, for a minimum period of 3-6 months, with some flexibility.

Organisational context

The Asylum Seeker Resource Centre (ASRC) is a leading advocacy organisation for people seeking asylum in Australia. We are a values-driven organisation that strives to be part of a movement that helps people seeking asylum by providing direct services such as assistance with accommodation, food, case coordination, employment, empowerment, education and legal services. We campaign and lobby with our sector to drive law reform and policy change.

At the heart of the ASRC strategy is the people we serve, and our commitment to ensuring that their voices of lived experience are embedded in all that we do. The ASRC exists for refugees and asylum seekers, and we are in the service of this community of people. It's important that our work and focus is led by what this community needs, expects and wants from us.

About the Program: Brand & Marketing

The Brand & Marketing Program builds awareness, engagement and support for the ASRC through strategic marketing, communications and creative campaigns. The team strengthens the ASRC's brand and reach across its programs, campaigns, events and social enterprises, helping to grow our supporter base, increase engagement and drive participation in fundraising, advocacy and social enterprise activities.

The program delivers creative and strategic marketing across digital and mainstream channels, including web, social media, advertising, content and email marketing, while providing marketing support across the organisation. Working collaboratively with teams across the ASRC, Brand & Marketing helps amplify our work, connect audiences with opportunities to take action and build a broader movement for social change.

Position Purpose

The Graphic Design Volunteer will support the Brand & Marketing team as we roll out an exciting new visual identity across the ASRC. The role will help bring our new brand to life by creating and updating high-quality, accessible and engaging assets that strengthen how we communicate our work.

This is a unique opportunity to gain hands-on experience in a major organisational rebrand, helping ensure our new identity is applied consistently and creatively across everything from campaigns and fundraising to programs, services and community communications.

Key Responsibilities

- Rebrand and update existing organisational materials, templates and resources in line with the new brand guidelines.
- Create and adapt assets for social media, email, web, presentations, signage and other communications.
- Help maintain and organise design files, templates and brand assets so they are easy for teams across the ASRC to use.
- Support Brand & Marketing with additional design requests that sit outside the scope or capacity of our external design agency.

What We're Looking For:

Essential:

- Strong graphic design skills and a good eye for layout, typography and visual communication.
- Experience using Canva and Adobe Creative Suite, particularly InDesign, Illustrator and Photoshop.
- Ability to work confidently within established brand guidelines and design systems, while bringing creativity to individual pieces.
- Strong attention to detail and an ability to maintain consistency across a large range of assets.
- Ability to take a design brief, incorporate feedback and work collaboratively with the Brand & Marketing team.
- Commitment to the rights of people seeking asylum and ASRC values (Collaboration, Welcome, Courage, Authenticity)
- Reliability and willingness to commit to agreed volunteer hours

Desirable:

- Prior experience in a similar role

- Lived experience as a person seeking asylum, or from a refugee background
- Knowledge of the policy context of practice with asylum seekers visa categories/conditions, and the barriers faced by people seeking asylum in Australia

The ASRC values lived experience, passion and commitment to justice and human rights for people seeking asylum over formal qualifications. You are encouraged to apply even if you do not meet every criterion.

Compliance:

Before commencing with ASRC you will be required to complete the following:

- Police Check
- Working with Children Check
- Volunteer Agreement
- Volunteer Training
- 3-Month Review Period