

# African Business Association, Yorkshire

<https://abfb.co.uk/job/it-media-design/>

## IT, Media and Design

### Description

We are seeking a skilled and creative volunteer to join our team as an IT, Media & Design volunteer. In this role, you will be responsible for supporting our organization's technical needs, media production, and design requirements. Your expertise will play a vital role in enhancing our online presence, creating visually appealing content, and ensuring smooth IT operations.

### Responsibilities

1. Manage and maintain our organization's website, ensuring it is up to date, user-friendly, and visually appealing.
2. Assist in the development and implementation of digital marketing strategies across various platforms.
3. Create engaging and visually appealing designs for social media graphics, website banners, event posters, and other promotional materials.
4. Edit and produce multimedia content, including videos, podcasts, and images for online distribution.
5. Support the technical aspects of virtual events, webinars, and online meetings, ensuring seamless connectivity and audio-visual setup.
6. Troubleshoot and provide technical support for hardware, software, and network-related issues.
7. Stay informed about industry trends, emerging technologies, and best practices in IT, media, and design.
8. Collaborate with cross-functional teams to gather requirements and create multimedia content that aligns with organizational goals.
9. Ensure brand consistency in all design and media materials, adhering to our organization's visual identity guidelines.
10. Assist in managing and organizing media files, including photos, videos, and design assets.

### Qualifications

1. Proficient knowledge and experience in website management, content management systems, and web development tools.
2. Strong skills in graphic design software (e.g., Adobe Photoshop, Illustrator, Canva) to create visually appealing designs.
3. Experience in video editing software (e.g., Adobe Premiere Pro, Final Cut Pro) to produce multimedia content.
4. Familiarity with social media platforms, digital marketing, and SEO best practices.
5. Basic knowledge of IT systems, networks, and troubleshooting.
6. Creativity and a keen eye for aesthetics, design principles, and visual storytelling.
7. Strong attention to detail and the ability to deliver high-quality work within deadlines.
8. Excellent communication and collaboration skills, with the ability to work effectively within a team.
9. Self-motivated with the ability to take initiative and work independently on projects.
10. Passion for our organization's mission and a desire to make a positive impact through technology, media, and design.

### Hiring organization

African Business Association,  
Yorkshire

### Employment Type

Volunteer

### Date posted

7 December 2023

### Application Deadline

29.02.2024

**Job Benefits**

Join our team as an IT, Media & Design volunteer and contribute to enhancing our online presence, creating visually appealing content, and ensuring smooth IT operations. Your skills and creativity will play a pivotal role in capturing our audience's attention and effectively communicating our organization's mission.