



know one, teach one

JOB DESCRIPTION

Designer

KOTO | Know one, teach one

Vision Statement

Positive permanent change for at-risk and disadvantaged youth through the transformative power of social enterprise.

Mission Statement

To empower at-risk youth to pursue lives of dignity by providing life-skills, training and opportunity.

Values

Justice | Community | Respect | Teamwork | Performance

Job Position Statement

KOTO is looking to hire a Designer to join our small, talented and vital marketing team.

Could this be you?

You'll be a superb designer; are skilled and highly precise in the use of all the tools of the modern designer, to do what you do best.

But you'll also be a curious, creative, original brand ambassador who brings strategic, thoughtful creativity to everything you do. You understand and believe that brand expression and experiences go beyond the logo, the business card, the web site, and the signage.

You're a thinker and a problem solver, a collaborator who will fight for your team, a clear and passionate communicator, who knows that visual language is a powerful component to non-verbal communication.

You're tireless in pinpointing what the issues are and in going after the truest solution. You're responsible and get that our relationships with those needing your craftwork, are always a negotiation for the very best that can be attained, which may be what nobody expected when the set out with a project.

You are optimistic and enthusiastic; highly flexible and organized. That's a lot. If you think this is you, call or email us. We could use your help.

Group

KOTO Social Enterprises Division

Reports To

Marketing Manager

Reporting Staff

None

Based In

HCMC

Key Working Relations

Internal: Staff, trainees and volunteers

External: Business partners, social enterprise partners, donors, sponsors and external stakeholders

Key Skills and Knowledge**Qualifications**

- Successful candidates should have 3 years' experience
- Must be highly skilled in Adobe Creative Suite, Keynote and PowerPoint (you will be tested)
- Familiarity with web, video, and animation software
- Bachelor of Fine Arts in design or equivalent experience and self-training (proof is required)

If you believe you are the person KOTO is looking for, email us for the full job description (stating clearly the job title in the subject line) or email your CV and cover letter to Ms Lien Le, KOTO HR Executive at lien.le@koto.com.au.

Your e-application must include:

- A cover letter clearly demonstrating your suitability for this position
- A comprehensive CV (no more than 2 pages)
- Full contact details (including telephone number and email) of 3 referees, including at least 2 direct supervisors; work samples or links to same

Incomplete applications will not be considered.

Closing date is June 01, 2015 but the position may be filled prior to the closing date, therefore we encourage you to apply early.

Any candidate offered a job with KOTO will be expected to undergo a criminal record check and sign the KOTO *Code of Conduct and Ethics* and the *Child and Youth Protection Policy* as an appendix to their contract of employment and conduct themselves in accordance with the provisions in these two documents.