

## Creative Assistant

### ***Duties and Responsibilities***

- Create content for social media platforms and related online/digital presence (newsletter, website, quizzes, polls, video, etc.).
- Designing graphics for posters, banners, basic video production, social media platforms and other collateral as required
- Collaborate with the Communications team to develop and execute content strategies that align with STEAR's values and branding guidelines
- Translate complex ideas into easily digestible and engaging content, ensuring effective communication of key messages
- Ensure that visuals are optimized for each platform and maintain consistency across different formats
- Collaborate closely with the Communications Officer to effectively address incoming creative requests from other portfolios
- Collaborate with team members and stakeholders to receive and incorporate feedback on visual assets
- Attend biweekly communications team meetings

***Hours of Commitment:*** 3-5 hours/week

***Duration:*** April - December 2025, with a possible extension

***Report to:*** Communications Directors

### ***Qualifications:***

- Age 18 - 30 (Student, Recent Graduate or Young Professional)
- Strong interests in European and Asian policy
- Excellent command of English (both written and spoken)
- Strong writing skills with the ability to adapt tone and style to different platforms
- Attention to detail and a strong eye for visual aesthetics, visual storytelling, and trends
- Previous experience in content creation and graphic design is a plus
- Familiarized and experienced in online designing/editing tools (Canva, Wix); Adobe Suite knowledge is a plus but not required

### ***What STEAR has to offer***

- **Impact:** The opportunity to develop your skills and ideas in the first youth think tank focussing on Eurasia.
- **Network:** An international network of curious students and young professionals across Eurasia.
- **Opportunities:** Access to STEAR's internal trainings and events,
- **Career:** Boost your CV and receive a certificate or letter of recommendation at the end of your time at STEAR.

### ***How to apply***

Please submit the [application form](#), including your CV, cover letter (mention one project/campaign you want to see on STEAR's social media), and a creative sample submission (e.g. video, graphic poster, website).

If you have any questions about this role, please feel free to email [stearcommunications@gmail.com](mailto:stearcommunications@gmail.com)