

Position description

GRAPHIC DESIGN AND VISUAL COMMUNICATIONS ASSISTANT (VOLUNTEER)

Role title: Graphic Design and Visual Communications Assistant (Volunteer)	Status: Volunteer role, 1 -2 days per week (unpaid)
Location: Richmond, VIC	Hours: 8 – 16 hours per week
Reports to: Marketing and Communications team	

About National Nutrition Foundation

National Nutrition Foundation is an independent, national not-for-profit organisation that enables Australians to enjoy nutritious foods and drinks through collaborations, programs and services, and advocacy initiatives. With a proud 45-year history, NNF works to improve food environments and nutrition outcomes across Australia.

The role

We're looking for a volunteer Graphic Design and Visual Communications Assistant to help bring our messages to life through engaging, accessible design. You'll support the team to create on-brand visuals across digital channels (social media, web, email) and print collateral. This is a great opportunity for a new graduate or emerging designer to build a strong portfolio while contributing to a meaningful cause.

Key responsibilities

- Design digital assets using existing templates and brand guidelines
- Create visual communications materials such as flyers, posters, fact sheets, simple infographics and event collateral
- Support basic layout and formatting for reports, presentations and documents
- Prepare files for digital use and print
- Assist with managing design files and assets (folder structure, naming conventions, version control)
- Collaborate with team members to interpret briefs and apply feedback efficiently
- Ensure designs are accessible and inclusive

Skills and experience

- Basic to intermediate graphic design skills with a good eye for layout, typography and visual hierarchy
- Excellent Canva skills essential
- A portfolio (student, personal or professional) demonstrating digital and/or print design work
- Ability to follow brand guidelines and work within established templates while improving visual consistency
- Experience designing for digital channels (social media, web, email) including resizing, versioning and exporting for different platforms
- Basic print production knowledge (bleed, trim, safe areas, CMYK/RGB, PDF export and pre-press file setup)
- Strong document layout skills for reports and presentations
- Strong communication skills and the ability to interpret briefs, ask clarifying questions, and incorporate feedback promptly
- Good time management and organisation, including file naming conventions, folder hygiene and basic version control
- Ability to work independently while collaborating effectively with a small team
- Interest in purpose-driven communications, public health or the not-for-profit sector (desirable)

What you'll gain

- Practical experience working with a national not-for-profit organisation
- Hands-on experience
- Exposure to purpose-driven campaigns and public health communication
- Mentorship and guidance from an experienced marketing team

How to apply

To express interest in this volunteer opportunity, please email your CV (and a short portfolio or examples of your work, if available) to hello@nnf.org.au with the subject line "Graphic Design and Visual Communications Assistant (Volunteer)" Please include your availability (days/times) and a brief note on why you're interested in NNF.