



INTERNATIONAL COMMUNITY SCHOOL
مدرسة الجالية الدولية

Patrons:

H.R.H. Prince El Hassan Bin Talal
H.R.H. Princess Sarvath El Hassan

Principal: Alun Yorath



Join Our Team as Marketing & Design Assistant

We are seeking a creative and detail-oriented **Marketing & Design Assistant** to support the visual communication needs of the school's Marketing, Communications, Admissions, and Development Office. Under the direction of the Director and in close collaboration with the Marketing Assistant, the successful candidate will help bring the ICS story to life through compelling design work across print and digital platforms. This is a hands-on, supportive role that will involve designing branded templates, social media graphics, promotional materials, and internal communication assets. The position is ideal for someone with a strong eye for design, who thrives in a collaborative environment and is passionate about education, branding, and storytelling.

Your Responsibilities:

Design & Branding (60%)

- Design marketing collateral such as flyers, posters, brochures, certificates, reports, and event signage.
- Create and maintain branded templates for internal communications and school-wide programmes.
- Support the Marketing Assistant in executing campaign visuals across social media and print.
- Ensure consistency and quality across all visual materials in line with ICS brand guidelines.
- Assist with preparing presentations and visual assets for internal and external stakeholders.

Digital & Social Media Support (30%)

- Produce digital content for online presence such as Instagram, LinkedIn, email campaigns, and website banners.
- Assist in editing short videos and animations for school promotions and events.
- Help manage and organise the school's visual asset library, ensuring files are properly tagged and accessible.
- Support in content creation for school-wide campaigns, celebrations, and initiatives.

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Our mission as an **inclusive**, **diverse**, and **happy** learning community is to harness the power of human connection to create fearlessly determined **global citizens**.



Photography & Events (10%)

- Assist with event photography and visual coverage during school activities.
- Help edit and prepare event photos for marketing use and internal publications.
- Coordinate with vendors and printers to ensure timely delivery of physical materials.

What We're Looking For:

Education: Bachelor's degree or diploma in Graphic Design, Visual Communication, or a related field.

Experience: A minimum of 3-6 years of experience in a design-related role; experience in schools, agencies, or in-house creative teams is a plus.

Skills:

- Strong proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign; Premiere Pro a plus).
- Working knowledge of Canva and Google Workspace.
- Basic photography and video editing skills preferred.
- Excellent time management, organisation, and communication skills.
- Ability to work collaboratively and take initiative in a fast-paced environment.
- A strong portfolio demonstrating creativity, versatility, and attention to detail.

Preferred Attributes

- Familiarity with working in a school or educational setting.
- Enthusiasm for branding, storytelling, and supporting community-based campaigns.
- A collaborative and service-oriented mindset, with a positive and proactive approach to team tasks.
- Interest in contributing to the overall success of the ICS brand and community engagement goals.

What We Offer:

- A competitive salary starting at **800 - 950 JOD** per month subject to social security and tax deductions per Jordanian Law
- An attractive benefits package including 2 child placements at ICS (50% tuition remission) and Class A Medical Insurance for you
- 33 working days of annual leave.
- Professional development opportunities.
- A vibrant, multicultural community fostering personal and professional growth.

Send your up to date CV and a brief cover letter addressing how your skills and experience meet our requirements and why you are applying to ICS to recruitment@ics.edu.jo with the position title in the subject line. Visit us at www.ics.edu.jo **Application Deadline: Tuesday, June 17th, 2025.** Interviews will start to take place during June/July. Due to the number of applications expected, only shortlisted candidates will be contacted. The start date will be negotiated with the successful candidate.

The International Community School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo stringent child protection screening including checks with past employers and local and international Police checks as appropriate.