

# DTP Operator / Production Assistant

**JOB TYPE:** Full-time

**LOCATION:** Bangalore, Karnataka

**TEAM:** Branding and Communications

**SALARY:** Competitive and based on experience

## **WHO WE ARE**

Noora Health's mission is to improve outcomes and strengthen health systems by equipping family caregivers with the skills they need to care for their loved ones. Founded in 2014, Noora Health turns hospital hallways and waiting rooms into classrooms by tapping into the most compassionate resources available for the patient's care: their own family.

With the support of six state governments in India, the Government of Bangladesh, and large private hospital systems, Noora Health has trained more than two million caregivers across 329 facilities. In a cohort of patients, the program reduced post-surgical cardiac complications by 71%, maternal complications by 12%, newborn complications by 16%, and newborn readmissions by 56%.

Noora Health was honored as a TED 2022 Audacious Project Grantee and recipient of the 2022 Skoll Foundation Award for Social Innovation. Featuring Edith Elliott and Shahed Alam, our Co-Founders and Co-CEOs, Noora Health's mission took the spotlight at TED 2022 and was also featured in a 2022 Skoll video.

## **ABOUT THE ROLE**

We seek a motivated and creative individual, with a passion for the impact sector, to join our Branding and Comms Team. This role is for a true designer and problem solver, who

is ready to collaborate on a multidisciplinary team of designers, public health experts, writers and researchers to create, produce and oversee factually accurate, culturally sensitive, and engaging content.

## **WHAT YOU WILL DO**

- Assist on production for large and medium scale projects, as well as manage and be responsible for small projects as assigned.
- Assist the branding team to create and produce a variety of high-quality communication and brand materials.
- Manage tight timelines and multiple high volume projects.
- Edit graphics, such as photographs (eg. colour correction and photo manipulation), recreate illustrations and prepare print-ready files.
- Revise and reproduce design layouts and make corrections as necessary.
- Submit or upload final files for printing or online publishing and digital.
- Coordinate with the office manager, logistics team, and print partners to ensure smooth processes and on-time deliverables in a fast paced environment.

## **WHAT WE ARE LOOKING FOR**

- Minimum 4+ years of work experience in publication, advertising or print production organizations.
- Graduation in any stream is acceptable, but a strong experience in design softwares and technology is essential.
- Fluent in one Indian language (two languages is a significant plus). English is a plus as we have a multicultural team.
- Hands-on experience in using design softwares, including InDesign, Photoshop, Illustrator, Mic Office, Google Suite (slides, doc, sheets) and print production tools.



- High attention to visual details, highly motivated, proactive, and experience working with minimal supervision; and ability to meet deadlines collaboratively.
- Experience in having worked on multiple softwares, and a willingness to work hands-on in creation of designs as needed.

## WHAT WE VALUE

At Noora Health, we value diversity, equity, and inclusion, and we understand the value of developing a team with different perspectives, educational backgrounds, and life experiences. We prioritize diversity within our team, and we welcome candidates from all gender identities, castes, religious practices, sexual orientations, and abilities – among many others. We encourage people from all backgrounds to apply for positions at Noora Health.

## HOW TO APPLY

Email the following materials with the subject line **DTP Operator/ Production Assistant** to **people@noorahealth.org**:

- Updated resume including languages spoken and relevant experiences.