SPROUT MARKETING SERVICES

+233 (0) 20 903 9097
info@sproutmarketingservices.com
www.sproutmarketingservices.com

Creative Communications Associate, National Service Personnel

Location: Accra
Work Structure: Hybrid, with remote work and regular on-site support for events, shoots and activations
Organisation: Sprout Marketing Services
Service Year: 2026/2027

About Sprout Marketing Services

Sprout Marketing Services is a 360-degree creative marketing and events agency that helps organisations bring campaigns, content, events and brand experiences to life.

Our work cuts across creative strategy, branding, content production, social media, corporate events, conferences, exhibitions, activations and marketing communications.

We are looking for a proactive, dependable and creative prospective National Service Personnel to join our Creative Department.

This role is ideal for someone who wants practical experience in content creation, graphic design, marketing campaigns, branding, social media and event-related creative work.

About the Role

The Creative Communications Associate will support the planning and execution of creative projects for Sprout and its clients.

The successful candidate will assist with social media content, graphic design, photography, videography, short-form video production, presentations, campaign development and event execution.

SPROUT MARKETING SERVICES

+233 (0) 20 903 9097
info@sproutmarketingservices.com
www.sproutmarketingservices.com

Key Responsibilities

- Support the development of creative concepts for campaigns, events, activations and social media content.
- Create simple graphics, presentations, social media posts and other visual materials using Canva and related tools.
- Support the planning and management of assigned social media content.
- Assist with photography, videography and short-form video production.
- Research content ideas, social media trends, competitor campaigns and industry developments.
- Support the preparation of mood boards, storyboards, proposals, campaign decks and client presentations.
- Write and refine captions, headlines, content ideas and campaign messages.
- Assist during content shoots, events, brand activations and other creative productions.
- Organise creative files, images, videos, brand assets and project documents.
- Take meeting notes, update project trackers and help monitor deadlines and deliverables.
- Provide basic administrative support using Microsoft 365 or Google Workspace.
- Support the Operations team during project and event execution.
- Prepare weekly progress reports for the Head of Operations.
- Perform other creative and administrative duties assigned by the team.

Requirements

The ideal candidate should:

- Be eligible to undertake National Service during the 2026/2027 service year.
- Have basic knowledge of Canva and a strong interest in graphic design and visual communication.
- Be familiar with Instagram, TikTok, Facebook and LinkedIn.
- Be comfortable using Microsoft Office or Google Workspace.

+233 (0) 20 903 9097
info@sproutmarketingservices.com
www.sproutmarketingservices.com

- Have an interest in marketing, advertising, branding, social media, content creation or event production.
- Be creative, observant and able to contribute fresh ideas.
- Be willing to learn, receive feedback and improve.
- Have good written and verbal communication skills.
- Be organised and able to manage multiple tasks and deadlines.
- Pay close attention to detail and take pride in producing neat, accurate work.
- Be dependable, professional and able to work well with a team.
- Be willing to work on-site when required for events, shoots and activations.

Previous Experience

Knowledge or experience in any of the following will be helpful but is not compulsory:

- Adobe Photoshop, Illustrator or Premiere Pro
- CapCut or other video-editing tools
- Photography and videography
- Animation or copywriting
- Social media management and content planning
- Event planning, production or brand activation
- Artificial intelligence tools for research, content development or creative work

What You Will Gain

The successful candidate will gain practical experience in:

- Creative campaign development
- Graphic design and content creation
- Social media strategy and management
- Photography and short-form video production
- Client presentations and proposal development
- Event and activation planning
- Working with brands across different industries
- Managing real creative projects in a fast-moving agency environment

SPROUT MARKETING SERVICES

+233 (0) 20 903 9097
info@sproutmarketingservices.com
www.sproutmarketingservices.com

National Service Eligibility

This opportunity is open to prospective National Service Personnel who are eligible to undertake their service during the 2026/2027 service year.

Final-year students awaiting graduation, posting or official placement may apply.

Applicants must be prepared to complete all required registration, posting and validation processes with the National Service Authority.

Selection by Sprout Marketing Services will be subject to the applicant's eligibility and successful official placement or approval by the National Service Authority.

How to Apply

Interested applicants should submit:

- An updated CV
- A short introduction explaining why they are interested in the role
- A brief example of an event, project, school activity, internship, volunteer role or personal initiative they helped organise
- A portfolio or samples of creative work, where available

Applications should be sent to **info@sproutmarketingservices.com** with the subject:

Application: Creative Communications Associate, National Service

Only shortlisted applicants will be contacted.