



Visual Content Associate

JB Ashtin partners with healthcare innovators to connect science, strategy, and heart – building trust, advancing ideas, and improving patient care. The creative team brings this mission to life through design and storytelling that inform, inspire, and connect.

KEY ACCOUNTABILITIES

- Support high-quality visual execution
- Build design and scientific communication skills
- Engage with and contribute to team success
- Build and improve design foundations

As an entry-level member of the creative team, the Visual Content Associate supports the development of clear, accurate, and engaging visual communications. Reporting to the Director, Creative Strategy & Visual Experience, this role collaborates closely with the Visual Content & UX Designer and cross-functional project teams to bring scientific and strategic ideas to life through thoughtful design execution.

The Visual Content Associate approaches each assignment with curiosity, care, and a willingness to learn while embodying JB Ashtin's core values of Excellence, Proactivity, Dedication, Respect, Humility, Thoughtfulness, and Fun.

QUALIFICATIONS AND SKILLS

- Bachelor's degree in graphic design, visual communication, or a related field, or a portfolio demonstrating equivalent skills and experience
- 1 to 2 years of professional design experience, including internships, freelance work, academic projects, or an entry-level creative role. Agency experience is a plus
- Interest in healthcare, pharmaceutical, biotech, scientific, or technical content. Prior experience is not required
- Working proficiency in Adobe Creative Suite, including Illustrator, Photoshop, and InDesign, and Microsoft PowerPoint
- Foundational knowledge of presentation design, slide masters, templates, and editable graphic construction.
- Ability to learn and accurately visualize scientific concepts
- Understand foundational knowledge of layout, typography, color, composition, and visual hierarchy
- Attention to detail and a commitment to producing accurate, polished, accessible, and on-brand work
- Clear verbal and written communication skills and the ability to collaborate respectfully across teams
- Ability to organize multiple assignments, prioritize tasks with guidance, and meet deadlines in a fast-paced environment
- Curious, resourceful, receptive to feedback, and motivated to grow as a designer
- Sense of humor and a team-first mindset that reflects JB Ashtin's culture of kindness, creativity, and fun

RESPONSIBILITIES

SUPPORT HIGH-QUALITY VISUAL EXECUTION

- Design and refine PowerPoint presentations and visual assets to ensure clarity, consistency, and brand alignment
- Create and edit icons, diagrams, charts, figures, and other graphics for client and internal deliverables
- Recreate low-resolution or static figures as polished, high-resolution, editable assets
- Apply established templates, brand guidelines, and creative direction accurately and consistently

BUILD DESIGN AND SCIENTIFIC COMMUNICATION SKILLS

- Translate scientific and technical content into clear visual solutions with guidance from senior creative team members and scientific partners
- Ask questions to clarify project goals, audience needs, content, and design requirements before beginning work
- Apply foundational principles of layout, typography, color, composition, hierarchy, accessibility, readability, and usability
- Present work for review and incorporate feedback thoughtfully and professionally

ENGAGE WITH AND CONTRIBUTE TO TEAM SUCCESS

- Maintain organized design files and follow established workflows, naming conventions, and quality-control practices
- Communicate proactively about assignment status, capacity, questions, and potential roadblocks
- Actively participate in project discussions and cross-functional collaboration to understand client goals, audience needs, project requirements, and feedback
- Build strong working relationships with account, strategy, scientific, project management, and creative team members to support informed design decisions and successful project outcomes
- Collaborate with the Director, Creative Strategy & Visual Experience, the Visual Content & UX Designer, and cross-functional project teams to support timely, high-quality delivery
- Manage assigned tasks with attention to detail, meet deadlines, and communicate changes in priorities or workload early
- Take ownership of formatting, structure, accuracy, and consistency within assigned deliverables
- Use templates, tools, and resources efficiently while seeking guidance when needed

BUILD AND IMPROVE DESIGN FOUNDATIONS

- Develop an understanding of project goals, audiences, and scientific content and apply those insights to design assignments
- Learn how design supports storytelling, comprehension, engagement, and effective communication
- Support the implementation of creative standards, design systems, and visual best practices across projects
- Participate actively in creative reviews, brainstorming sessions, and team learning opportunities
- Seek feedback and apply learning to strengthen design skills and execution quality
- Explore new tools, technologies, and design approaches that strengthen design skills and workflow efficiency
- Build familiarity with healthcare, pharmaceutical, and biotech communications to improve visual accuracy and confidence
- Approach creative challenges with curiosity, resilience, and a willingness to learn
- Perform any other duties that may be assigned by JB Ashtin

This job description outlines the general nature and type of work to be performed by an employee in this position. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. JB Ashtin is an equal-opportunity employer. We celebrate each other's uniqueness and are committed to creating a welcoming environment for all employees.





Expectations at JB Ashtin

At JB Ashtin, success means more than meeting responsibilities.

EVERY TEAM MEMBER IS EXPECTED TO:

LIVE OUR VALUES

Show dedication, respect, humility, and thoughtfulness in daily interactions. Actively listen, value differing perspectives, assume good intentions, and contribute to a positive culture by recognizing others' efforts and showing up fully in team interactions.

COMMUNICATE PROACTIVELY

Share updates, raise issues early, and collaborate with solutions and optimism in mind. Communicate clearly and respectfully, build trust by being reliable, and avoid behaviors that undermine collaboration.

DELIVER RELIABLY AND WITH EXCELLENCE

Be prepared, meet deadlines, and follow through on commitments. Build trust with colleagues by being proactive and dependable in team interactions and ensuring shared work moves forward smoothly. "First draft, best draft" applies to everything we do.

EMBRACE GROWTH AND BALANCE

Stay curious about industry trends, seek opportunities to learn, and apply constructive feedback to strengthen your impact. Practice healthy work-life integration by managing time effectively, being transparent about capacity, and caring for your well-being while meeting the demands of agency life.

PRACTICE RESOURCE ACCOUNTABILITY

Understand the anticipated billable hours assigned to you for each project. Monitor project hours and raise concerns early if it appears that work may exceed allocated time. To ensure thorough client and non-client reporting, track time accurately and enter it into your timesheet each day. Leverage technology to increase efficiency. Proactively ask for help or request additional work when needed.

DEMONSTRATE AN OWNERSHIP MINDSET

Take responsibility for your work and commitments with integrity. Anticipate needs, identify solutions rather than wait for direction, and balance personal accountability with collaboration (we are a team). Recognize when to involve others, share ownership appropriately, and make decisions that support clients, patients, and company success.

