



GRAPHIC DESIGN INTERNSHIP

Please note that our office is currently closed due to the Covid-19 pandemic but we continue to provide our services remotely. *For all 2021 internships, we will be working remotely until further notice.*

The Communications program at the Rian Immigrant Center manages the external and internal organizational communications. The graphic design intern works closely with the communications team to help create our marketing, social media, and outreach materials. This position requires previous design experience.

TIME COMMITMENT 20+ hours per week, Monday through Friday, 9am- 5pm, but willing to work with class schedules (hours negotiable).

DATES:

- Spring Term: Jan 4 - May 31
- Summer Term: June 1 - Aug 31
- Fall Term: Sept 1 - December 31

INTERNSHIP DETAILS: This is an unpaid internship, but it may qualify as an eligible internship for course credit. Please check with your internship coordinator BEFORE accepting to determine if you might be able to do this internship for credit.

RESPONSIBILITIES

- Design marketing materials for our communications department (reports, social media, campaigns, newsletters, event invitations, etc) that adhere to brand guidelines
- Work with the communications team to develop social media campaigns
- Support the design of our monthly online newsletter
- Create images for web and update images on our website

QUALIFICATIONS

- Graphic design experience, knowledge of Adobe Suite
- Experience using and uploading media to Wordpress (not required but helpful)
- Excellent communication and research skills
- Organization, attention to detail and time management skills
- Experience with immigrant/refugee population, preferred
- Bilingual, or multilingual, helpful but not required

REPORTS TO: Communications Manager



The Rian Immigrant Center is an Equal Opportunity Employer and strongly encourages candidates of diverse backgrounds and languages to apply.