



Position: Graphic Design/Content Development Intern

Description

GLISI's Marketing and Communications team is looking for a graphic design and content development intern to join them in the 2016-2017 school year for an incredible learning experience, with a stipend to boot! Reporting to the Communications and Development Manager, the intern will develop and produce print and digital materials to build a catalogue of collateral that communicates the value and impact of GLISI's services.

Primary Responsibilities

- Translate existing content published by GLISI (i.e. reports, research briefs, etc.) into informative and visually interesting print collateral.
- Prepare and finalize files for hosting on web servers or printing/copying
- Ensure all materials are correctly filed, backed up, catalogued, and archived.
- Make recommendations around creative ways to repurpose and/or develop content for existing GLISI clients and stakeholders.
- *Final Deliverables:* 3-4 high quality pieces of content marketing collateral

Minimum Qualifications

- College Senior/Graduate student currently pursuing a degree in visual communications, graphic design, or marketing.
- Strong visual design, layout and typographic skills.
- Sense of design trends and space relationships.
- Access to and proficiency in Adobe Creative Cloud Suite (particularly Illustrator and InDesign) or comparable design software.
- Excellent attention to detail such as file size optimization, spelling & grammar, pixel-perfect positioning, etc.
- Ability to produce print media, including but not limited to postcards, business cards, advertisements, fliers, brochures, and posters.
- Excellent copywriting skills.
- Ability to translate large amounts of information into smaller, digestible chunks.
- Ability to work independently and collaboratively
- Reliable transportation (occasional, non-reimbursable trips to our Lawrenceville office required)

The internship duration is **August 1, 2016 through December 2, 2016**. Interns are paid at a \$12.50 hourly rate and expected to work 10 hours per week. Academic credit can also be arranged through the fellow's sponsoring institution.

How to Apply

Interested candidates should submit a cover letter, resume, and digital/print media sample to Robert Gaines at robert.gaines@glisi.org with M&C Intern in the subject line. We will review applications on a rolling basis. However, to ensure full consideration, please submit all materials by **July 8, 2016**.
