

# **RIR&C Graphic Design Internship**

## **About the Program**

Results International Research and Consulting offers semester-long and 6-month unpaid internships to current students (undergraduates and graduates) and recent graduates through the student outreach program with Smarter Perspectives and the Society of Global Health Researchers in Action.

*5-10 hours/week*

*This position is ideal for someone with some experience/education in design who is looking to expand his or her portfolio.*

## ***Job Duties***

Contribute design support to a myriad of projects and communications including website, print publications, post cards, reports, and e-blasts.

Production work that includes, but is not limited to, formatting, exporting, uploading, and collection of all project types.

Assisting in the design of various projects.

General help with other miscellaneous tasks.

## **Communications**

Create and edit the e-newsletter.

Assist with maintaining and updating the organization website(s) and social media sites.

Help prepare press releases and other promotional materials.

Help write, edit and layout newsletters and annual reports.

Write articles about company or partner's events to be posted on website.

Maintain the company's social media presence by posting news and information on Facebook, Twitter, and LinkedIn.

## ***Minimum Required Skills and Experiences***

An eye for design, typography, and conveying messages in a clear, visual way.

Detail oriented and well organized.

Ability to follow style guides, instructions, and critique feedback.

Previous experience working in a fast-paced environment where handling multiple projects at once is a necessity.

Able to work independently when necessary.

Excellent verbal and written communication skills.

Knowledge working with Excel is a plus.

**\*\*This position is unpaid.\*\***

## **Application Process:**

1. Please email your resume to [admin@iReInspire.com](mailto:admin@iReInspire.com) with the title of the Fellowship or Internship you are applying to in the subject line (ex. "APPLICANT: GIS Fellowship").
2. Complete the short application [HERE](#).