



Position Graphic Design and Communications Intern

Location Los Angeles, CA

About RI: Relief International (RI), an international relief and development agency with cross-sectoral programs bridging relief and development, currently seeks a Graphic Design and Communications Intern.

Position Summary: The Intern works with the communications team to conceptualize design pieces for use in both print and online. Projects include the design of brochures and longer publications, Web site design, and other digital communications.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Design and create brochures, one-page country activity summaries, reports and other printed materials
- Update and edit RI's Web site content and photography
- Work with outside consultants and vendors on design projects, including printing and production
- Assist with annual report layout and design

QUALIFICATIONS & REQUIREMENTS:

- Completed or currently enrolled in a degree in graphic design, graphic communication or related field.
- Experience in print, website and social media design preferred.
- Proficient in InDesign, Illustrator, and Photoshop. Dreamweaver is a plus.
- Comfortable working on a PC platform or able to provide their own laptop.
- Energetic and assertive work-related attitude
- Must have the ability to juggle several projects at one time while meeting respective deadlines.
- Willingness to take direction and responds well to constructive criticism and creative notes.
- Ability to think critically, resourcefully and strategically, as well as proactively provide design and communication ideas, to maximize the communication team's contribution to RI's mission.
- Ability to work independently and as part of a team.
- Good organizational skills and detail-oriented
- Interest in international development and relief efforts and a strong commitment to local and global social justice

Application Instructions: Interested candidates should submit a resume, portfolio samples (school projects ok for current students), three supervisory references and date of availability to intern@ri.org . The email subject line should include the following: GDC Intern-LA.