

Terms of Reference

Job Title: Graphic Design Intern

Title This Position Reports To: Manager, Design & Web Development

Overview

The Sustainable Development Solutions Network (SDSN) is seeking a graphic design intern to join our communications team based in New York City. The intern will assist our team in the planning and execution of digital and print projects that leverage design to mainstream sustainable development and promote solutions to the economic, social, and environmental challenges confronting the world.

This intern will be expected to craft original design material as well as update or reposition existing materials for an array of platforms and audiences. While the position will primarily focus on graphic design, a quarter of the time will be spent supporting the communications team with editorial work such as drafting and copyediting for outreach campaigns and social media.

About the SDSN

The SDSN has been operating since 2012 under the auspices of the Secretary-General of the United Nations. The SDSN mobilizes research, academia, the private sector and civil society to promote the Sustainable Development Goals (SDGs) and implement the Paris Climate Agreement.

Responsibilities

The intern will be involved in the production of the following:

1. Print materials (brochures, certificates, event collateral, flyers, research briefs and reports, etc.)
2. Digital materials (email blasts and newsletters, social media collateral, presentation decks, websites, etc.)
3. Misc design collateral (banners, icons, infographics, logos, etc.)
4. Editorial copy (creation and revision)

Requirements

The ideal candidate is:

- A graphic design or visual communications major (undergrad or graduate), currently enrolled or recently graduated
- Proficient in the Adobe Creative Suite (InDesign, Illustrator, Photoshop, etc.)
- Able to manage multiple projects and assignments at the same time
- Flexible in responding to changing priorities in a fast-paced environment
- Comfortable working as part of a team as well as independently
- Professionally fluent in English with exceptional writing, drafting, and oral communication skills
- Basic understanding of HTML/CSS and content management systems like WordPress or Squarespace
- Maintaining social media platforms like Instagram, Twitter, and Facebook

Experience with the following a plus:

- Visually framing academic or scientific content for public, non-technical audiences
- Designing infographics or motion graphics
- Working with project management tools like Dropbox, Trello, and Slack

Logistics

This internship is a part-full time position with possibility of extension pending funding and performance.

Start Date: August 07, 2017 (or ASAP)

End Date: October 30, 2017 (with possibility of extension)

Hours Per Week: 30

Pay Rate: \$18/hour

To Apply

Candidates interested in the position should send a resume, cover letter, and link to an online portfolio to info@unsdsn.org. Please include the position in the subject line.