

## JOB DESCRIPTION | GRAPHIC DESIGN INTERN

- 1. Official Job title:** Graphic Design Intern
- 2. Department:** Media and Communications
- 3. Responsible to:** Media Officer
- 4. Hours:** 16-20 hours per week (Mon – Fri). Flexibility available.
- 5. Purpose:** The Graphic Design Intern will be responsible for assisting the Media Officer in developing artwork for Human Aid’s media and communications.
- 6. Salary:** £150.00 per week

### 7. Main tasks

- Create and design print and digital materials
- Adhere to brand guidelines and complete projects according to deadline.
- Use graphic design software and work with a wide variety of media.
- Collaborate with the Media department to develop design concepts.
- Receive feedback from the relevant departments and make necessary changes.

### 8. Other tasks

- To participate in meetings associated with the work above, where relevant.
- To attend events and other events to collate media to promote the work of Human Aid.

### 9. Benefits

- Travel and Lunch expenses covered
- Flexible working schedule
- Reference and Certificate
- Potential to secure full-time employment

## PERSON SPECIFICATION | GRAPHIC DESIGN INTERN

### 10. Requirements

- Graphic Design background.
- Basic knowledge of layouts, typography, line composition, colour, and other graphic design fundamentals.
- Experience with Adobe Photoshop and Illustrator.
- Video editing skills desirable.
- Compelling portfolio of graphic design work.

Applications: To apply, please send your CV and examples of work to [Raihan@human-aid.org](mailto:Raihan@human-aid.org)

**Application Closing Date: 20 December 2021**