

# Communication Design Internship

## About iVolunteer

iVolunteer is India's largest social enterprise that promotes volunteering. Our mission is to bring volunteers and organisations together to share time, skills and passion to promote India's social development.

Over the last two decades, we have expanded our reach to over 350+ organizations in India and over 40 countries globally and today, we have an all India presence across Delhi, Mumbai, Bangalore, Chennai, Kolkata, Hyderabad and Pune. We reach out to more than one lakh individuals and engage 1000 active volunteers at any given time, making us one of the largest volunteering enterprises in India. In the last five years, we have impacted close to 20,00,000 lives.

iVolunteer aims to impact [12 social development](#) areas and achieves its mission through a range of initiatives and a large network of individuals, NGOs, and corporate organisations.

## About the Opportunity

We are seeking a dynamic, self-starter to take on the role of a communication design intern. This internship is an excellent opportunity to experience various aspects of marketing communications while working for a well-known community based nonprofit organization. Whether reviewing the website from a user experience perspective, designing and executing a visual language for several projects, the intern will have her/his hands in all avenues of communications at iVolunteer. This position requires strong attention to detail, top-notch visual communication skills, competency in visual design softwares, and the ability to thrive in a collaborative environment, with an eye towards cohesion and adherence to the communications guidelines. Knowledge and experience of copywriting would be a plus.

## Duration

This is a 3-month role, working remotely, 8.5 hrs/day reporting to the Sr. Manager, Marketing and Communications.

## Your Responsibilities

- Strengthening the brand's visual language through reviewing the existing content and developing templates for new content. This may include daily & weekly posts, flyers, reports, and other assets we use often, maintaining a cohesive look and ease of use for the team.
- Working with the team on improving the visual content for the iVolunteer website
- Working on a landing page and digital media creatives for the campaign "Celebrating 20 years of iVolunteer"
- Supporting the team in posting and tracking content across iVolunteer's social media presence

## What You Bring / Qualifications

Graduate students with expert knowledge and work experience are strongly encouraged to apply. The intern will closely work with the Marketing & Communications Manager and should have the following key skills:

- Great research, organizational, and learning skills
- Excellent ideation and strategic skills
- Excellent visual aesthetic and visual communication sense
- Competent in using visual design softwares such as Illustrator, InDesign, Corel Draw, Photoshop etc to create original designs
- Completed or working toward a college degree, preferably in a related field (e.g., Communication Design, User Experience Design)
- Willingness to adapt to working in a formal environment
- Excellent verbal and written communication skills
- Previous internship or related experience in communication design a plus
- Firm grasp of available tools and platforms in the social media space
- Must have a working knowledge of word processing, PowerPoint, Excel
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines

## You Will Thrive in This Role If You

- You are passionate about working in the NGO / development sector as well as to contribute to India's social development. We're pursuing a bold goal of closing the social gap by diversifying the not-for-profit industry. Our focus is to bring the passion, time and skills from the citizens of India and commit them to contribute to India's social development. You can speak concretely and passionately about why you want to do this work.
- You have a wide range of design experience---from social media content to other marketing collaterals---and you have a portfolio to prove it. Ideally, you can present a suite of assets you created for one organization.
- You sweat the small stuff. You notice the off-brand colors, you review the style guide and follow it, you're excited about moving projects creatively from start-to-finish, never missing a deadline.

## Leadership

- You will develop an expertise and thought leadership in diversity and inclusion work.
- You will learn to navigate the intricacies and nuances of a growing social enterprise like iVolunteer.
- You will have a lot of creative milestones achieved in the marketing industry on your resume.

## The Tangibles and Intangibles

- You will build a portfolio of robust and dynamic design projects and assets in the NGO space.
- You will be a key member of a growing team of passionate people who are results-oriented, respect and value diverse ideas and truths, and who balance hard work with humor and connection.
- You will gain access to a robust, exciting network of people across the social economy.

## Application

Your application should consist of your resume, portfolio, and cover letter. A few tips for writing your cover letter: Don't just repeat your resume; we'll read that too. Your cover letter is your chance to shine and connect your past experience with what we're looking for. Tell us:

- The unique mix of skills and experience you will bring to the role and our team.
- How you will thrive in the role; what have you done in past that demonstrates you can be successful?
- What about iVolunteer's mission excites you? Why do you want to work with a passionate team committed to disrupting the social sector?

*Send in your applications to [mihika@ivolunteer.in](mailto:mihika@ivolunteer.in) with the subject line "Communication Design Internship"*

*Depending on performance and fit we would be happy to extend this to a full-time role with the organisation. For any questions, write to [mihika@ivolunteer.in](mailto:mihika@ivolunteer.in)*