

Graphic Designer, Community Lab

Position Type: Fall 2010 Internship, Communications

Organization: Community Lab

Location: New York, NY; some work may also be completed remotely

Time Commitment: 10-15 hours per week

Duration: September to early December, with potential to continue afterwards

Compensation: This position is unpaid.

To apply: Send a resumé, cover letter, and work samples to recruiting@community-lab.org. Applications accepted on a rolling basis. Please indicate where you heard of this position in your email.

About Community Lab:

Community Lab works to strengthen communities worldwide by investing in motivated people and the systems that connect them. We do so through consulting, producing and incubating. We advise governments at the national level on their development strategies both in the interventions employed and the funds apportioned. We create systems that allow developing nations to adapt their capacities to the changing environments of growth by linking national resource centers with local data collectors. We nurture thought leaders and ideas that seek to create dynamic social enterprises on a local scale that have impact on a global scale.

Position Description:

The graphic designer will work directly with the Communications Team Lead to research, design, and execute a wide variety of projects. This is a hands-on position that will allow the designer to participate in the generation of print and online advertising, marketing and visual identity materials. The graphic designer will report to the Communications Team Lead.

Requirements and Responsibilities:

- Marketing mock-ups, webpage mock-ups, branding and presentation materials
- Custom design for promotional products and merchandise
- Adherence to brand style guidelines across all customer-facing materials (web, print, e-mail, newsletters, etc.)
- Creation of new templates based on existing brand and creation of new materials based on existing templates
- Experience with animation/motion graphics a plus

Qualifications:

- Understanding of industry trends
- Fluency in web technology and production capabilities
- Have successfully demonstrated experience in web design and information design
- Excellent communication and listening skills
- Ability to interact with all levels of the organization, including the executive team
- Familiarity with Adobe CS3 (or CS4) Suite of products, including InDesign, Photoshop, Illustrator, After Effects, Dreamweaver, Java and WordPress
- Ability to work both independently and within a team
- Receptivity to creative direction
- Ability to work cooperatively, courteously, and effectively in a fast-paced, multi-departmental environment to meet deadlines

- Interest in international development and commitment to the Community Lab mission