



Graphic & Digital Design Intern

About the Organization

Research for Action (RFA) seeks to use research as the basis for the improvement of educational opportunities and outcomes for traditionally underserved students. Our work is designed to strengthen public schools and postsecondary institutions; provide research-based recommendations to policymakers, practitioners, and the public at the local, state, and national levels; and enrich the civic and community dialogue about public education.

Internship Location

RFA's main office, located at 100 S. Broad St., Suite 700, Philadelphia, PA 19110, is currently closed due to the COVID19 pandemic. Despite this recent event, RFA is continuing to provide challenging, high-quality, and meaningful internship experiences for our students. Should our main office reopen following state and local public health guidance during your Fall 2022 internship, you may be asked to complete the remainder of your internship by working in RFA's office.

To be considered for remote internships at RFA, interns must meet tech requirements described in Tech Requirements section below and **reside in the PA/NJ area** throughout the entire duration of the internship. At this moment RFA cannot offer internships to candidates outside of these two states.

Project Description

RFA is seeking a creative, innovative Graphic and Branding Design Intern to join our growing communications department. RFA is a highly energetic, fast-paced organization that places a premium on responsiveness and flexibility, while also maintaining the highest standards of professionalism, integrity, quality, and relevance in our work. Our collaborative and fast-paced environment extends to the work of the Graphic & Digital Design Intern. This position will be supervised by Samantha Slade, Director of Communications. Samantha has more than 20 years of graphic and web design expertise.

Intern Role

This semester long internship will aid in continuing to build out the newly launched brand for RFA. This position will also participate in the graphic design of research deliverables and templates, including report design and data presentation and visualization, as well as social media campaigns. RFA's clientele ranges from small Philadelphia nonprofit organizations to large national and international philanthropic foundations and touches on education spanning the pre-k through postsecondary and workforce pipeline.

Intern Tasks

- Social Media Design 40%
- Report Design 30%
- Website content 20%

Required Skill Sets and Experience

- Creating and strategizing digital assets for major social media channels (e.g., Twitter, LinkedIn, Instagram)
- Highly creative designer who excels at creating branded assets
- Comfortable working quickly and efficiently to meet deadlines and possesses the ability to work on multiple projects at once.
- Enthusiastic about working collaboratively with staff at all levels on project-specific and organizational graphic design needs.
- Highly skilled in the use of software/programs across multiple platforms, including Microsoft Office
- Proficient in the Adobe Creative Suite

Preferred Skill Sets and Experience

- Experience creating signage, swag, and other branded collateral
- Proven experience creating marketing collateral and print publications using InDesign
- Pursuing a bachelor's or master's degree in Graphic Design or a Communications related field
- Video editing or animation
- WordPress content management

Time Commitment

Maximum of 20h per week

Tech Requirements

If working remotely, we require that you have access to a personal computer with an up-to-date Mac or Windows operating system, up-to-date antivirus software, a functional webcam and microphone, and a stable internet connection at your residence. If hired, RFA will require a technology check of your remote system to ensure your working environment is compatible with ours.

Other Information

- Fall internships run from September through December.
- Beginning and end dates are based on the needs of the project and the availability of the intern. For this position, interns not receiving work-study will be paid \$15.00 per hour. Only complete applications including Resume & Cover letter will be taken into consideration for the internship hiring.
- Applications will be considered on a rolling basis until this position has been filled.

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