Uncommon Schools

Title: Graphic Design Intern

Location (address, city, state): New York, NY

Job Type: Co-op/Internship

Compensation Type: Stipends  Wage (optional): Travel

Start Date: 5/30/2017  Close Date: 5/26/2017

Position Description: Uncommon Schools (Uncommon) is a nonprofit organization that starts and manages outstanding urban charter public schools that close the achievement gap and prepare low-income students to graduate from college. Uncommon builds uncommonly great schools by developing and managing regional networks that are philosophically aligned and highly accountable and by designing and implementing “best-in-class” teacher training. The organization has achieved outstanding academic results based on internal assessments, statewide exams, and graduation milestones. Its schools consistently outperform their district schools and are among the highest-performing urban schools in their cities and states. To learn more about Uncommon click here uncommonschools.org/our-schools/uncommon-cities.

The Graphic Design Intern will assists the Associate Director of Marketing Graphic Design in the creation of network wide marketing materials, visual internal/external communications, and creative design for all of Uncommon Schools. The position works closely with the Marketing team and other Home Office staff.

- Current college student, able to receive college credit for internship experience
- Internship will run from late September through late November (start date and end dates are flexible)
  - Three days a week (day selection is flexible)
  - Travel compensation is offered within New York City limits

Primary Responsibilities:

- Create brand aligned collateral designed to strengthen the brand amongst our internal and external audience.
- Ensure that all visual communication pieces are consistent with the Uncommon brand identity.
- Support the implementation of new print materials.
  - Including all school visitor items, school signage, and school stationary.
- Concept and design a new look and feel for various social media campaigns.
- Catalog and retouch photographs from our in-house library.
- Design various infographics based on network wide data.

Qualifications: Required knowledge, skills, and abilities:
The ideal candidate will be a college junior or senior, majoring in Graphic Design
- Experience with Adobe Creative Suite (especially Photoshop, Illustrator and InDesign)
  - Adobe Premiere and After Effects experience a plus
- Experience with Microsoft Outlook, Word, Excel and PowerPoint
- Strong attention to detail
- Solid written and verbal communication skills
- Open to and appreciative of frequent feedback
- Demonstrated ability to work independently and be a self-starter.
- Excellent organization and time management

**Application Instructions:** Please send resume, cover letter, and portfolio (or link to portfolio) to: maureen.forys@uncommonschools.org

The subject of the email must read “Graphic Design Intern 2017” to be considered.

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**Disclaimer Information**

About the organization:

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