

Marketing & Communications Intern (Graphic Design)

Location: No geographic restrictions, Home-based

Hours: Part-time (20 hours per week)

Duration: 4 months (December 2021 - March 2022)

Compensation: USD 150/month stipend

Application Deadline: Sunday, 12 December 2021

Start Date: As soon as possible

The time to lead is now.

Since 2012, Wedu has nurtured the leadership development of over 2,000 women across Asia by supporting their unique, lifelong journeys with mentorship, leadership training, access to customised opportunities, and funding for education through Income Sharing Agreements. These women leaders are inspiring individuals who are committed to changing the status quo in their communities. We believe our global community has the power to achieve large-scale social change. As we take our impact to the next level, we are looking for highly motivated individuals who are innovative and thoughtful in their approach to getting things done and have a demonstrated passion for gender equality to join our team.

Wedu has been featured in:



Your role

We're looking for a Graphic Design Intern to join our team. If you are detail-oriented and eager to take on creative yet challenging communications projects and enjoy creating high-quality content, then this might be the internship for you.

The Graphic Design Intern will support the Marketing & Communications Coordinator with designing and producing digital marketing assets for Wedu's programmes and fundraising activities and managing our social media channels. Strong candidates will have an eye for design and user trends but can also comply with visual brand guidelines.

This role is perfect for those wanting to gain design and social media management experience in a collaborative and tight-knit environment that will challenge you to think and work with a fresh, culturally-sensitive perspective.

Responsibilities:

- Create collaterals for online communications based on the brief provided by the Marketing & Communications Coordinator
- Comply with different digital formats and our visual brand guidelines
- Consult the Marketing & Communications Coordinator and Programme Team regarding accuracy and sensitivity of materials
- Support in scheduling social media posts on Hootsuite and setting up email campaigns in MailChimp
- Perform other duties as needed

Be the change you want to see

Wedu is a very entrepreneurial organisation that is open to new ideas and experiments. If you have innovations to propose, make your case and say it out loud, conquer the team, and you will have all the support required to implement your ideas. Leadership starts inside.

Do you have what it takes?

- A university degree (or currently pursuing a university degree) in any field
- Proficiency in using Canva and the Google Workspace (formerly GSuite)
- Eye for design and design trends
- Ability to comply with briefs and visual brand guidelines
- Proficient in professional English (spoken and written)
- A self-starter with a strong work ethic, team-working skills, and positive attitude
- A passionate commitment to promoting social change and women's leadership development, and are willing to go above and beyond in pursuit of our shared mission
- ***Strong preference for applicants within the Wedu community***

Not required, but a big plus to have:

- Background or interest in communications, marketing, PR, or related areas
- Proficiency with Adobe Creative Suite software like Photoshop, Illustrator, and Indesign
- Familiarity with Hootsuite or similar social media management software, WordPress, HTML experience, MailChimp

Organisational arrangements

We are looking for individuals who can commit to four months with at least 20 hours per week. As a token of appreciation, we offer a stipend of 150 USD per month. Wedu has flexible working arrangements – you are expected to deliver what is required, and working hours are mainly dependent upon your time management and productivity.

Apply Now!

Interested candidates should complete the application form on our website at [Get Involved - Work With Us](#). If you are experiencing problems with the form, please email talent@weduglobal.org. Shortlisted candidates will be contacted via email.

We are looking to fill this position immediately. The priority application deadline is **Sunday, 12 December 2021**, and applications will be reviewed on a rolling basis until the position is filled.

For this position, please submit a portfolio or samples of any relevant creative work, including but not limited to graphic design, photography, videos, web design, marketing collaterals, and so on.