



**U.S. Committee for Refugees and Immigrants
2231 Crystal Drive, Suite 350
Arlington, VA 22202**

Design and Production Intern

Description:

There is one position available for this internship.

Duties will include assisting the Design and Production Manager in the development of printed and web-based publications, such as the annual report, issue papers, brochures, and direct mail packages. Research photos, produce PDFs, and post on website.

Qualifications:

- Knowledge of Photoshop essential
- Knowledge of Adobe In-Design, Illustrator, and HTML preferred
- Familiarity with web-based software such as Dreamweaver helpful but not required

Compensation:

- Part-time (20-30 hrs. per week): \$80 stipend per month
- Full-time (30+ hrs. per week): \$100 stipend per month
- Local travel expenses to and from the office are also reimbursed

Application Instructions:

To apply for this internship, please send the following materials Attn: Internship Coordinator to apply-internship@uscridc.org. (Only applications received via email will be considered for this position):

- Resume or C.V.
- Cover letter, stating the basis for your interest in this position and why your qualifications make you the right candidate for this internship
- Sample(s) of your work

**Specify “Design and Production Internship” in the subject line of your email.
No phone calls please!**

This internship is offered every Spring, Summer, and Fall semester. The deadlines for each are as follows:

- Spring: Last day to apply is Dec. 31, Internship begins in January
- Summer: Last day to apply is April 30, Internship begins in May
- Fall: Last day to apply is August 31, Internship begins in September