



# Internship Role Description for Upward Mobility Scholar Applicants

<b>Hosting Organization:</b>	Weichert Workforce Mobility		
<b>Role Title:</b>	<b>Marketing Intern, Graphic Designer</b>	<b>Number of roles available:</b>	
<b>Available to</b> (select any that may apply):	College students (2022/23 school year): Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input checked="" type="checkbox"/> Senior <input checked="" type="checkbox"/>		
<b>Internship Work Address:</b>	120 Longwater Drive, Norwell, MA 02061		
<b>Work location &amp; office COVID protocols</b>	All in person <input type="checkbox"/> All virtual <input type="checkbox"/> Flexible/hybrid <input checked="" type="checkbox"/> If not virtual, COVID vaccines required? <input type="checkbox"/> Masks required in the office? <input type="checkbox"/>  If intern is local, in-person orientation meetings will occur at HQ office. Otherwise, internship can be conducted virtually.		
<b>If COVID distance restrictions persist, will internship proceed this summer?</b>		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>Mission of Program:</b>	Our Marketing Intern in graphic design will gain valuable team project experience and have the opportunity to manage individual projects and build your portfolio.		
<b>Anticipated Start Date:</b>	June 13, 2022	<b>Anticipated End:</b>	August 19, 2022
<b>Number of weeks:</b>	10	<b>Hours per day:</b>	7.5
<b>Workday starts at:</b>	flexible	<b>Workday ends at:</b>	flexible
<b>Hiring Manager's Name/Title:</b>	Tim McCarney, Marketing		
<b>Hiring Manager's Email:</b>	tmccarney@weichrtwm.com		
<b>Host Org's website:</b>	<a href="http://www.weichertworkforcemobility.com">http://www.weichertworkforcemobility.com</a>		
<b>Internship Summary:</b>			
Primary duty will be designing creative and engaging graphic communications for print and web.			
<b>Essential Responsibilities of the Role:</b>			
List the duties and responsibilities can include (but are not limited to):			
<ul style="list-style-type: none"> <li>• Assist with cascading of new brand elements across various collateral</li> <li>• Design a broad range of marketing/communication collateral, including brochures, direct mail pieces, posters, flyers, and other marketing materials as needed.</li> <li>• create and edit graphics for website and social media (in Photoshop)</li> <li>• edit video (in Premiere)</li> <li>• Update colleagues bios and one-page product descriptions</li> <li>• Work with colleagues to update LinkedIn Profiles; promote sharing of content</li> <li>• Oversee headshot photo shoot</li> <li>• Update corporate web site copy</li> <li>• Assist with other graphic design projects as needed</li> </ul>			
<b>Knowledge and skills required:</b>			
Preferred Skills			

- Current enrollment in a 4-year graphic design or illustration degree program
- Adobe Photoshop
- Adobe InDesign
- Adobe Premiere
- Wix (Community intranet)
- Creative mindset to be able to bring a design to life with simple instructions and work within our defined style guidelines
- High level of accountability and ability to work well both independently and as a part of a team

**What does success look like for the intern at the end of the summer:**

At the end of this internship, our intern will have a deeper understanding of how MarCom helps drive corporate strategy and business results, and a portfolio of creative materials that have been used to help engage talent leaders from some of the world’s most respected companies. Our intern will also have higher confidence in her/his work and creative skillset and be better equipped to make the jump to full-time employment.

**Training Program**

Please describe any training provided to the intern through internship period.

All Upward Mobility Interns will participate in group training for knowledge development in the Global Mobility industry. Training to occur over a series of virtual training sessions across intern program participants.

Prepared By:

Name

Date:

Date