

## **Design & Marketing Internship at Green Initiatives, Shanghai**

### **Job Summary:**

Green Initiatives is a Shanghai nonprofit organization started in 2009 that promotes awareness, facilitates actions, implements projects, and stimulates change toward sustainable and environmentally responsible development and consumption. *As one of the most active and respected environmental nonprofit organizations in Shanghai, Green Initiatives seeks passionate, self-motivated interns who are eager to learn and turn ideas into actions.*

Interns acquire various new skills in a fast-paced environment with constantly changing demands and roles. They are highly rewarded for their efforts by real-time progress, hands-on nonprofit management experience, and significant personal and professional growth.

The Design Intern is primarily responsible for creating visuals that accurately reflect Green Initiatives, its brand, and its purpose. The individual will further manage and design visual and written content for social media campaigns while assisting the team with other responsibilities. Additionally, the individual will also be spending a significant amount of time in project management, research, event management and external communication.

### **Job Responsibilities:**

#### Primary Duties/Responsibilities:

- Design promotional material for film screenings, forums, and other regular and exclusive events (banners, posters, fliers, presentations, etc.)
- Design institutional essentials such as website pages, introductory presentation, etc.
- Design and manage bi-monthly newsletters and other social media campaigns through established local channels
- Write and publish project-related stories to increase project awareness
- Produce written content for the website promoting events, forums, and film screenings

#### Additional Responsibilities:

- Conduct research for various events and projects, including themes, topics, and speakers
- Update and manage website content
- Management of events including maintaining RSVP lists and guest registrations

### **Required Skills\***

- Excellent visual and communication design skills
- Close attention to detail, should be able to work independently in an office setting

- Open to accepting and implementing critical design feedback
- Working knowledge of Adobe Creative Suite (Photoshop, Illustrator, InDesign), and MS Office (Excel, Word and Powerpoint) - Mac knowledge preferred.
- Native speakers of Mandarin and English (oral and written) preferable, but not mandatory.

**Other Benefits:**

- Collaborative, flexible and open work environment
- Occasional group lunches and team dinners, yoga and fitness breaks
- Opportunity to attend a wide range of local events and activities around social impact, environmental education and CSR.

**Note to prospective candidates:**

Please include a short and specific cover letter (not more than 2-3 paragraphs) on why you are interested in this position, what you expect to learn from this internship, what are your long-term goals and what are your current skill-sets that make you a good candidate for this post.

Please make sure you are comfortable with the internship stipend before you apply to this position. Candidates who apply for the position and later withdraw will be reported to the Waterloo Admin team.