

## Internship Job Description & Information Form

### Description of Internship Project Scope / Responsibilities

reach52 is a fast expanding start-up company that have entered new markets such as India, Indonesia, and Kenya recently. In addition, reach52 is looking to boost its marketing and promotions that will support the organization be recognize in the new markets. The interns will be responsible for assisting in the following areas:

1. Assist in applying brand guidelines to internal and external communication, including but not limited to: pitch decks, print collaterals, social media graphics, Facebook Ads, and other marketing materials.
2. Design clear & engaging visuals for print and web using a variety of media.
3. Assist the Manager, Marketing & Design with other projects as needed.

### Desired Skills, Experience, and Qualities

Proficient in Adobe Creative Suite (Photoshop, Illustrator and After Effects, primarily)
Knowledgeable in basic graphic design fundamentals
Has a convincing portfolio of graphic design work
Ability to work independently and communicate effectively
Excellent written communication skills
Ability to meet deadlines
An undergrad student undergoing his/her internship as required by the school/university

### Preferred Undergraduate Course(s) of Study (if any)

	Multimedia Arts
	Information Systems Management, Information Communication Technology
	Communications
	Business Management [Majors: Marketing & Entrepreneurship]

Preferred Internship Start and End Dates (if any)	
Preferred Start Date:	06-28-2021 (flexible)
Preferred End Date:	12-28-2021 (flexible)

Supervisor	
Name of Supervisor:	Jan Pauline Carza
Position:	Manager, Marketing & Design
Email:	operations@reach52.com

Any other requirements/arrangements/comments
Work-from-home setup