

Job description – Graphics and Web Intern position at The World Federation of KSIMC

The World Federation of KSIMC ('The World Federation') is looking to recruit an intern to primarily to help with graphic design work at The World Federation. Other duties may include inserting content on to our new website to be launched soon. Training will also be provided by our in-house Graphic Designer.

Reporting to: Graphic Designer Manager and Head of Operations

Essential Experience:

1. Working in small teams in task oriented projects.
2. Excellent communication skills.
3. Experience in using Adobe Creative Suite (Photoshop, Indesign, Illustrator).
4. Ability to work effectively with minimal supervision.
5. Basic proficiency in Microsoft Office (Word, Excel and Powerpoint).
6. Pleasant, confident and creative
7. Enthusiastic about learning new skills

Preferred skills & Experience:

1. An understanding of copy writing.
2. A basic understanding of Web design (HTML, CSS and CMS - Content Management Systems)

Roles and Responsibilities:

1. Prepare and editing graphics with regard to our Brand Guidelines with the assistance of our in-house Graphic Designer.
2. To assist in graphic or web projects being undertaken at the World Federation by undertaking research of archived materials.
3. To keep an organised track of projects and work to tight deadlines.
4. To prepare graphics for conference reports, posters, leaflets and web content when necessary for each of the departments.
5. To facilitate, liaise, and coordinate Graphics and copy text for our in-house Graphic Designer.
6. Provide support and assistance if necessary, in co-ordinating with printers, filing documents, records and computer files accurately and efficiently.
7. Execute and other duties of a similar or compatible nature as directed.

Base location:

The ideal candidate would be able to work from The World Federation office in Stanmore, London. We will however consider applications from individuals who can work from home. You must however be able to work from the World Federation office as and when required.

Working hours:

We are looking for someone to work 35 hours a week. Your normal working hours will be Monday to Friday from 9am to 5pm.

Salary:

Travel and lunch expenses paid.

Period of contract:

Three months fixed- term contract with an immediate start with a possibility of extension.

To apply

To apply, please send us a copy of your recent CV, samples of your work (/ Portfolio) and a short covering email to secretariat@world-federation.org