Corporation for National and Community Service
Internship Position Description
Digital Media Design Intern

ADVERTISEMENT: The Corporation for National and Community Service is seeking creative web design interns for the fall semester to create web and social media graphics, design web pages, upload and size photographs, and support 508 compliance (accessibility). Requirements include: a strong sense of web design, print design, layout and typography; excellent knowledge of design tools Adobe CS5+ - Adobe Photoshop, Illustrator, and Dreamweaver required. Knowledge of HTML and CSS. PHP and JavaScript preferred. Familiarity in HTML5 and CSS3 is plus. Potential candidates should have demonstrable experience in web graphic design, either as an intern, for a school project, or real-world experience. Ability to work in a fast paced, demanding, challenging and multi-tasking environment

FULL DESCRIPTION:

The Corporation for National and Community Service (CNCS) is the federal agency that administers the AmeriCorps, Social Innovation Fund, and Senior Corps programs.

The Digital Media Office in the Office of External Affairs is responsible overseeing all of the Corporation's web and social media channels. Interns work alongside staff as part of the Digital Media team in a fast-paced office. The intern will assist with designing web graphics for the agency's websites and social media channels as well as selecting, tagging, and uploading photos and videos for use on our digital media channels.

Full-time availability is preferred but part-time internships are available. Interns may be eligible for a commuter benefit. Internships are available year round and are filled as appropriate candidates are identified.

Qualifications:
CNCS is looking for interns who have:
- Creativity and a strong commitment to service and the mission of the agency.
- Interest in a career in web design, interactive communications, and/or technology.
- Experience using design tools Adobe CS5+ - Adobe Photoshop, Illustrator, and Dreamweaver required.
- Knowledge of Frontpage, HTML, CSS, PHP and JavaScript preferred.
- Experience in a professional setting and in working in teams.
- Excellent organizational skills and basic understanding of MS Office Applications.
- The ability to take initiative and follow directions, and to execute and work against a deadline
- US citizenship.

Additional Internship Responsibilities
1. Meet weekly with supervisor(s) to check-in, reflect on program, and create strategies to accomplish goals. Share observations, insights and questions.
2. Present information to supervisor and project lead for feedback. Work on additional projects, review with project leads.
3. Complete evaluation of the intern experience; meet with supervisor(s) for feedback.

Logistics:
Start dates are flexible, but ideally interns will begin on TBD and end in TBD. Full-time availability is preferred but part-time internships are available. Internships are also available during fall and spring semesters. This is an unpaid internship but interns may be eligible for a commuter benefit. Hours are Monday – Friday, 9:00 am to 5:30 pm

Contact Information:

Please send your resume and a cover letter to Sacha Cohen, Office of Digital Media at scohen@cns.gov.