

INTERNSHIP JOB DESCRIPTION

Position	: Graphic Design Intern
Department	: Communication Department
Work Hour	: 8 Hours

Key Responsibilities

- Design social media creatives for campaigns, awareness drives and project updates.
- Create posters, brochures, banners and infographics for events and outreach programs.
- Assist in designing visual elements for project reports, presentations and proposals.
- Support branding and visual identity of organizational materials.
- Create and edit video posts and short reels using professional video editing software
- Collaborate with the content team to convert written stories into engaging visual formats.
- Contribute creative ideas for digital campaigns and community engagement materials.

Preferred Skills Include

- Basic proficiency in Canva, Adobe Photoshop or Adobe Illustrator
- Basic knowledge of video editing tools such as Adobe Premiere Pro, VN or CapCut
- Understanding of social media content design and digital storytelling
- Interest in social impact and community development initiatives
- Creativity, attention to detail and visual storytelling ability
- Ability to work collaboratively and meet deadlines

Benefits

Candidate will gain hands-on experience working on real social impact projects while building a professional design and video portfolio. They will also receive exposure to NGO communications, CSR initiatives and grassroots development work, along with an internship certificate upon successful completion.