INTERNSHIP POSITION
REPORT TO: Manager of Microenterprise
JOB TITLE: Graphic Design & Web Development Intern

The International Institute of Boston (IIB) is a leading multi-cultural provider of comprehensive professional services that aim to foster the success of immigrants and refugees in the United States. Diverse population groups from all regions of the globe receive assistance through a range of services including Resettlement, Social Services, Employment, Business Support, Education and Citizenship Preparation.

PURPOSE OF POSITION:
IIB is currently offering internship through its Workforce Development Department to students with demonstrated interest or experience in serving refugee, asylee and immigrant populations. Bridges to Business provides holistic support to low-income entrepreneurs in Massachusetts. The program gives clients business training, one-on-one coaching, and a variety of support services to help start and grow their businesses.

Bridges to Business is seeking A Graphic Design & Web Development Intern to work one-on-one with clients needing logo design, professional websites, and social media tools. The platform or languages used to develop websites are left to the discretion of the volunteer, though ideally it will be easily updated and managed by the client.

RESPONSIBILITIES:
Be a part of an exciting and growing program for business training and coaching to clients who want to pursue entrepreneurship. Duties include (under the supervision of the Manager of Microenterprise):
1. Conduct one-on-one meeting with clients to outline a website design and graphic design specific to the entrepreneurs business. The intern/volunteer will schedule subsequent meetings with the client. The goal is to create new websites and graphic designs for low income and refugee entrepreneurs.
2. Assist Microenterprise team in developing a Web Development curriculum for clients to use after the creation of their website.
3. Attend weekly supervision meetings with the Manager of Microenterprise to discuss client interactions and outcomes of individual web and graphic design projects.
4. Maintain accurate casenotes on each client and input data into database.
5. Design outreach materials for Bridges to Business program and assist in implementing online outreach strategy.
6. Access to a computer and the required software for web design and development as needed (left to the discretion of the intern).
7. The hours of operation for the International Institute of New England are M-F 9-5. The intern will work with the Manager of Microenterprise to determine a weekly schedule based on client meeting times.
8. Additional tasks may be assigned to the intern at the discretion of the Manager of Microenterprise

QUALIFICATIONS:
Access to a computer and the required software for web design and development as needed (left to the discretion of the intern)
Previous experience with graphic design and web development (WordPress or similar platform preferred), including social media integration
Excellent interpersonal skills, especially in serving clients from diverse social, economic, and cultural backgrounds
Creative, organized, reliable, and detail-oriented
Strong verbal, written, and visual communications skills
Ability to work respectfully in a multicultural environment

TIME COMMITMENT:
6 months or year, minimum of 10-15 hours per week (negotiable): to be determined (M-F between 9:00am-9:00pm) depending on the applicant’s schedule.

CONTACT:
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THIS IS AN UNPAID POSITION.