



Document Design & Production Intern

Organizational Background: Literacy Minnesota provides life-changing literacy programs and support services for adults, children, and volunteers. As a statewide, nonprofit leader in Adult Basic Education, Literacy Minnesota also offers literacy training for professionals and volunteers, and operates six learning centers that serve nearly 2,000 adult learners.

Purpose of Position: The Document Design & Production Intern serves as part of the *English Unlocked* team, contributing to a new comprehensive and innovative curriculum for adult language learners. As an expert with InDesign software and document design esthetics, the intern teaches other staff members basic tasks in InDesign and performs more advanced tasks. Some tasks may be mundane and repeated, but will play an essential role in publishing *English Unlocked* on time.

Qualifications:

- Mastery of Adobe InDesign and PhotoShop
- Proficiency in Microsoft Teams and general office software
- Willingness to perform both complex as well as repeated and mundane tasks in InDesign
- Basic demonstration and training skills
- Dependable, responsive and open to constructive feedback

Time Commitment:

- This is a short-term internship lasting from approximately July 12 to September 30, 2021. Start and end dates are somewhat flexible.
- Approximately 10-15 hours per week.
- The intern sets their own daily schedule and the work can be accomplished remotely.

Benefits:

- Pay rate of \$12/hour
- Contributing to an innovative, comprehensive curriculum which will help hundreds of adult immigrants improve their English skills
- Connections in the literacy and nonprofit community
- Gain confidence, experience and references for future employment in a supportive team atmosphere

Training: Two- to three-hour orientation to the project via video conference

Location: Remote

To apply: Please email letter of interest, resume, and InDesign file sample, with **Document Design & Production Intern** in the subject line, to hr@literacymn.org. This internship is open until filled, with priority given to applications received by **June 30, 2021**.

Literacy Minnesota fosters an organizational culture that is welcoming and inclusive to all. **We strongly encourage applications from people of color, indigenous peoples, immigrants and refugees, LGBTQ+ individuals and people with disabilities.**