



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 offers literacy training for professionals and volunteers, as well as operates five 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 in Adobe InDesign and PhotoShop
- Detail-oriented, responsive, able to meet deadlines and open to constructive feedback
- Willingness to perform both complex as well as repeated and mundane tasks in InDesign
- Proficiency in Microsoft Outlook and Teams or willingness to learn
- Basic demonstration and training skills

Time Commitment:

- This is a short-term internship starting as soon as possible, but no later than October 11, and running until January 28, 2021.
- Project-based requiring 10 hours per week average, with up to 15 hours per week possible.
- Scheduling is somewhat flexible. The intern will be expected to set a schedule with the Project Manager. Some work hours must be completed between 7:30am-3:30pm in order to connect with the project team.

Benefits:

- Pay rate of \$12/hour
- Contributing to an innovative, comprehensive curriculum which will help thousands 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
- Learn and practice professional communication skills used in email and meetings

Training: Approximately five hours of 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 September 28, 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.**