

Verité Communications Internship Fall 2023

About Verité: Verité is an Amherst-based non-profit and award-winning pioneer in the social auditing, training, research, and consulting field. The organization has over 25 years of experience working with Fortune 500 corporations and their local suppliers through our global network of NGO partners. Verité works in over 70 countries to empower companies, factories, NGOs, governments, and workers to create sustainable workplace practices in the factories and communities where our consumer goods are made, and the raw materials that go into them are sourced. For more information, please visit <https://www.verite.org>.

Internship: This intern will support the Director of Communications to develop communications strategies and materials for a wide range of projects. The intern will be asked to apply their creativity to create layouts and designs for diverse communications channels, including social media, newsletters, website pages, and presentations. This intern may also support Verité's efforts to improve website development, design, and management.

Start date: Negotiable; end of summer, beginning of academic semester

End date: Negotiable; end of academic semester, December

Hours: Interns are expected to work **8-10 hours per week during the academic semester for at least 12 weeks** (for a minimum of approximately 100 hours).

Logistics: All internships are currently remote. For interns local to Western Massachusetts, coming into the office can be discussed.

Verité offers interns a stipend in the amount of \$650 for the duration of the session. If your school also provides either funding or academic credits for intern work, Verité is happy to assist with the required paperwork. It is the responsibility of the student to check with their institution to be sure they meet any requirements before they accept a position.

We plan different events for interns to interact with senior and other staff and provide opportunities for mentoring and networking. We also provide references upon successful completion of the internship.

Tasks may include:

- Design the layout of project reports, providing input on the overall look and feel
- Design engaging visual content for social media campaigns
- Develop layouts for project web pages in WordPress, including creating charts and visuals based on project reports
- Make updates to existing website content
 - recommending designs, templates, and graphic materials to create an attractive, professional, intuitive, user-friendly website
 - checking website bugs and monitoring functionality concerns
- Design brochures, one-pagers, PowerPoint presentations
- Develop and design new newsletter templates for projects and the organization
- Assisting with sourcing of photography and images

Skills, abilities, and competencies:

- Background using Adobe InDesign, Illustrator, Photoshop
- Familiarity with WordPress helpful, but not required. Experiences and/or strong interest in user experience design and website user interface helpful.
- Strong communications skills, both written and verbal
- Strong attention to detail
- Excellent English-language writing and editing skills
- A designer's eye and a writer's mastery of grammar and copyediting
- Knowledge of basic SEO & Google Analytics best practices preferred.
- Demonstrates sensitivity, professional competency, and/or personal experience thinking and working effectively across boundaries and engaging with the diverse marginalized populations impacted by Verité's mission*

**These include, but are not limited to: gender, race, religion, age, disability, gender identity, sexual orientation, marital status, pregnancy status, nationality, class, political opinion, union affiliation, or social or ethnic origin.*

Verité is committed to a diverse work force and is an Equal Opportunity Employer that does not discriminate against any employee, intern, or applicant for employment or internship on the basis of race, ethnicity, national origin, age, sex, sexual orientation, gender identity or expression, class, religion, veteran status, ability, and any other federal, state, or locally protected classes.

How to Apply: Please include a resume, cover letter, and brief writing sample in your application. It is also preferable to share 2-3 links to graphic design work. Please apply [at this link](#). Any questions can be directed to Yamila Irizarry-Gerould and Marah Brubaker at verite@verite.org.