Internship Opening

Posting title
Invest Qatar Internship

Job title
Graphic Design Intern

Department
Marketing and Communications

Duty Station
Full on site

Duration:
2-3 months

Application submission email
recruitment@invest.qa

Organization Setting & Reporting

Invest Qatar is the national agency responsible for the promotion and facilitation of international investments in the State of Qatar.

The Invest Qatar Internship Program aims to provide interns the opportunity to gain hands-on experience in their field of study and develop practical skills that they can apply in the future. It also enables them to explore different career paths and gain a better understanding of the industry, the agency, and the work environment.

This is a full-time, paid internship, with a 100% presence in the office: 8 hours a day, 5 days per week, from Sunday to Thursday. The intern will operate within the Marketing and Communications department of Invest Qatar. Kindly note that there should be no expectation of employment within the Invest Qatar after the internship.

As a Graphic Design Intern, you will have the opportunity to work on a variety of projects, including media monitoring, marketing campaigns, brand management, event planning, and media relations. The intern will also have the chance to assist with the development of content for various communication channels.

Responsibilities – Graphic Design

Key tasks during the internship will include but not limited to:

- Assist with the development and execution of marketing and communication plans and campaigns.
- Provide administrative support to the Marketing and Corporate Communication department, as needed.
- Collaborate with other departments to ensure consistency in messaging and branding.
Create and design print and digital materials such as flyers, posters, logos, banners, etc. using graphic design software like Adobe Photoshop, Illustrator, and InDesign.

Adhere to brand guidelines and complete projects according to deadlines and specifications.

Retouch and manipulate images, fonts, colors, and layouts to achieve the desired effect.

Use data visualization and design principles to communicate ideas and information effectively.

Collaborate with team members and senior designers on design projects and provide feedback and suggestions.

Conduct research on design trends and best practices and apply them to your work.

Prepare files for print production and web publishing.

Develop your portfolio and showcase your skills and creativity.

Compensation

Monthly stipend

Competencies

The competencies required for this internship are:

- Communication skills: Ability to articulate ideas and present information in a clear and concise manner, both verbally and in writing
- Teamwork: Ability to work effectively with a team of professionals and contribute to a positive work environment
- Creativity: Ability to think outside the box and come up with innovative ideas
- Adaptability: Ability to quickly adjust to new situations and learn new skills as needed
- Organizational skills: Ability to prioritize tasks, manage time effectively, and meet deadlines.
- Digital marketing skills: Knowledge of digital marketing tools and platforms, such as social media, and website analytics
- Attention to detail: Ability to pay close attention to detail and ensure accuracy in all work.
- Enthusiasm for learning: A willingness to learn and take on new challenges, as well as a passion for marketing and corporate communication.

Education

Applicants must meet one of the following requirements:

- Be enrolled in the final academic year of a first university degree program (minimum bachelor’s level or equivalent)
- Graduated with a university degree (as defined above) and, if selected, must commence the internship within a one-year period of graduation.

For this internship position, preference will be given to studies in Graphic Design.
Work experience

Applicants are not required to have professional work experience. However, previous experience related to marketing, corporate communications and event management on a university assignment, internship, or full-time position is helpful.

Languages

The languages required for the marketing and communications internship are:

- Fluent in English (spoken and written)
- Proficiency in any additional language is a plus.

Application

Application requirements:

- Resume / curriculum vitae (2 pages max)
- A cover letter (500 words max), introducing yourself, highlighting any previous experience or enrollment in internship programs, explaining your interest in the internship and why your profile fits the internship requirements.
- Academic transcript providing latest details of degree and grading.
- Optional: 1-2 reference letters (from either a previous or current professor / academic)

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Deadline:

15 November 2023