



St: "Enver Gjerqeku" ob-30 no.20  
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## Open Call for Graphic Design Intern

**January, 2022**

IPKO Foundation (IF) is seeking a Graphic Design Intern for three (3) months with a possibility of extension.

Choosing where to start and grow your career has a major impact on your professional and personal life, so it's equally important you know that the company that you choose to work at, and its leaders, will support and guide you. That's why, IPKO Foundation is the right place to start your career. IF is a non-profit foundation in Kosovo that supports the development of future generations of leaders who use technology to implement innovative solutions to local and national development challenges, while enabling an environment where they can reach their full potential through an improved policy and institutional context.

We are offering paid internships to qualified undergraduate students for Graphic Design. Recent graduates are also welcome to apply. This internship is open to interested persons looking to further their academic and/or career goals in Graphic Design and/or related areas. Interns will gain valuable work experience and professional development in a dynamic, collaborative, and creative office environment.

Your graphics should capture the attention of those who see them and communicate the right message. For this, you need to have a creative flair and a strong ability to translate requirements into design. If you can communicate well and work methodically as part of a team, we'd like to meet you. The goal is to inspire and attract the target audience.

**The duties and responsibilities of the Graphic Design Intern are as follows but not limited to:**

- Conceptualizing visuals based on requirements
- Creating images and layouts by hand or using design software
- Testing graphics across various media
- Study design briefs and determine requirements
- Prepare rough drafts and present ideas
- Develop illustrations, logos and other designs using software or by hand

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- Use the appropriate colors and layouts for each graphic
- Work with PR Team and Projects Managers to produce final design
- Amend designs after feedback
- Ensure final graphics and layouts are visually appealing and on-brand

## Requirements:

- Currently pursuing (or recently completed) a Bachelor's or other advanced degree in Graphic Design, Visual Arts, Visual Communications, or related fields
- A creative portfolio that demonstrates a strong design sensibility, conceptual clarity, editorial eye, and attention to detail
- Proficiency in Adobe Creative Suite (Illustrator, InDesign, Photoshop), Adobe Acrobat Professional, Microsoft Office Suite, and Google Workspace
- A keen eye for aesthetics and details
- Exceptional creativity and innovation. The ability to think creatively and deliver impressive concepts
- Excellent communication skills and can clearly articulate your ideas, designs, and suggestions
- Excellent time management and organisational skills
- Ability to work methodically and meet deadlines

If you are interested in this opportunity, please send us a CV, a Motivation letter and any sample of your previous work no later than January 26, 2022 midnight to [hr@ipkofoundation.org](mailto:hr@ipkofoundation.org) with the subject: **Application for Graphic Design Intern**

IPKO Foundation appreciates all applications, but only shortlisted candidates will be contacted.

The expected start date is February 1, 2022

**Men and women are equally encouraged to apply for this position.**