



**Job Title:** Graphic Design Intern  
**Location:** 2066 The Alameda, San Jose, CA 95126  
**Employment Type:** 10–15 hours/week internship lasting through the 2025-26 Academic Year  
**Experience Level:** Entry-Level  
**Classification:** Part-time, hybrid (on-site & remote)  
**Schedule:** Must be available Monday–Friday, between 8:30 AM–5:30 PM, with at least 4 hours on-site each week  
**Reports to:** Alexandra Céspedes-Kent, Communications & Marketing Director  
**Hourly Wage:** \$20  
**Posting Date:** September 16, 2025

## Internship Overview

Voler Strategic Advisors, a dynamic and fast-paced public relations firm, is seeking a **Graphic Design Intern** to join our creative team. This hybrid position offers hands-on experience in graphic design while collaborating with multiple departments, including writing, video production, and government relations.

As our Graphic Design Intern, you will:

- Refresh and update existing designs.
- Create original marketing and advertising materials, such as newspaper and digital ads, social media posts, publications, brochures, flyers, and more.
- Contribute creative support to projects that make a meaningful impact for our clients, a mix of institutions across the government, education, business, and non-profit sectors.

This internship is ideal for a motivated student looking to build a professional portfolio in a collaborative, multicultural environment. Many of our projects serve bilingual audiences in Spanish, Vietnamese, and English.

## Key Responsibilities

### Design & Creative Production

- Develop branded visual assets for client campaigns and company projects.
- Assist with photo editing, layout design, and print/digital collateral.
- Maintain organized file management and archiving.

### Workshops & Learning

- Participate in virtual workshops led by Voler team members.



- Apply training from sessions on branding, social media, motion graphics, graphic design, marketing strategies, etc.

### **Content Development**

- Draft and design social media content.
- Proofread materials for clarity, tone, and consistency.
- Support creative storytelling across multimedia platforms.

### **Collaboration & Support**

- Attend team meetings, planning sessions, and occasional photo/video shoots.
- Assist staff with file organization and project coordination.
- Contribute to both administrative and creative tasks across departments.

### **Professional Development**

- Strengthen communication and collaboration skills in a professional environment.
- Network with colleagues and participate in occasional community or industry events.
- Gain valuable experience working in a fast-paced, client-focused agency.
- Learn to blend photography, animation, imagery, text, and multimedia elements to create high-impact designs.
- Develop brand experience.

### **Qualifications**

- Currently enrolled in a bachelor's program in Graphic Design, Communications, Visual Arts, Journalism/New Media, Arts, or a related field.
- Proficiency in **Adobe Creative Suite** (Illustrator, InDesign, Photoshop) and **Canva**. Familiarity with **CapCut Pro** a plus.
- Creativity, attention to detail, and technical design skills.
- Strong oral and written communication abilities (bilingual proficiency a plus).
- Organized, self-motivated, and able to manage multiple assignments and meet deadlines.
- Comfortable collaborating with a diverse team in both on-site and remote settings.

**To Apply:** Please send a cover letter, resume, and short portfolio to [alexandra@volersa.com](mailto:alexandra@volersa.com) by September 30, 2025 and use the subject line 25-26 Graphic Design Internship.