

School District of Philadelphia Design Fellow Position Description

Title: Design Fellow
Department: Office of the Superintendent
Reports To: Senior Project Manager
Schedule: 15-20 hours per week
Salary: \$15 per hour

Job Summary

The Design Fellow is a part-time position that offers a hands-on learning experience for a full-time graduate-level student who is interested in working on multiple projects related to graphic/visual design, strategic communications and project management. The Design Fellow will be exposed to various aspects of strategy development and implementation in a large, urban school district. The Design Fellow will work closely with the members of the communications team, the Superintendent's team and members of other departmental teams.

Essential Functions

- Support strategic communications to drive progress toward District goals
- Assist in the planning and execution of multi-media outreach efforts to highlight District activities
- Create graphics for, and assist with the design of, presentation materials and resources that are visually appealing to diverse stakeholder groups, including internal and external audiences
- Assist with website development and maintenance
- Manage projects from idea generation to final product
- Other duties as assigned

Qualifications

- Currently enrolled in an advanced degree program in graphic design, visual design, communications or a related field of study
- Strong graphic/visual design (including web design) skills
- Excellent interpersonal and communication skills
- Outstanding organizational and time-management skills
- Ability to work independently with limited supervision
- Ability to multi-task and regularly meet deadlines

Benefits

- Gain experience working in a large public organization
- Receive coaching and mentoring to hone targeted skills and develop professionally
- Support the realization of the School District's vision that all students in Philadelphia will have a great school close to where they live
- Letters of recommendation provided upon successful completion of the fellowship

How to Apply

To apply, please submit a resume, cover letter, and a short design sample from any school or work assignment. Please send your application to cbarnes@philasd.org with the position for which you are applying in the subject line of the email. The deadline to apply is Monday, March 9, 2020.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.