

## **Graphic Design Intern – Office of Mayor Arreguin**

The office of Mayor Arreguin is seeking a highly motivated and a dynamic graduate or undergraduate student with expertise in graphic design for the spring term.

Under direction of the Chief of Staff, the Graphic Design intern will develop the style guide and final design template for the [Vision 2050](#) report. Four working groups are developing white papers that will ultimately be synthesized into a single report for city staff. This position will play an integral in the design and presentation of this final deliverable.

### **Duties**

- Support the development of a clear and compelling report to city staff for a 30-year sustainable infrastructure plan
- Design report template, including style guide, cover, TOC, chapter opening pages, consistent call out boxes, and infographics as needed
- Translate summary of city plans and their key elements into at-a-glance 2-page spread
- Develop work plan with benchmark for deliverables, and meet as needed with Chief of Staff, Chair of Vision 2050 Task Forces, and other support staff

### **Education Requirements**

Although graduate students are preferred, undergraduate students will also be considered. This position is best suited for those with backgrounds/experience in Graphic Design as well as Planning, Environmental Science and Studies, or Public Policy, however other disciplines such as Architecture, Landscape Architecture, Law, Communications, Marketing, Public Relations, or only experience in Graphic Design are encouraged to apply.

### **Requirements**

- Working knowledge of Adobe Creative Cloud/Suite, particularly InDesign and Illustrator
- Ability to work independently and collaboratively
- Ability to prioritize workflow and meet deadlines in a fast paced environment
- Reliable, punctual, driven and energetic
- Masters students, experience in GIS and those with knowledge and/or experience in subject matter highly desirable

### **Time Commitment**

A flexible 5-15 hours during the spring term. Business hours are 9-6pm, Monday thru Friday, and telecommuting is also available for this position.

### **About the Internship**

Working in the Mayor's office is an excellent opportunity to gain firsthand experience in a fast-paced governmental office, while directly improving the lives of Berkeley residents.

Our office is an open and collaborative place, and it is just as important to us to help you grow professionally as it is to ensure solid deliverables. Many of the issues our interns have worked on in the past for the Mayors Office have become city law. Interns have developed economic and housing

policies, green building standards, amendments to the zoning ordinance to include urban agriculture, and detailed research and reports on homelessness, green bonds, sustainable financing, public banks and public safety. Interns will play an integral role in the development of local and regional policy, as well as the mayoral platform.

Although internships are unpaid, there are numerous benefits working for the Mayor's Office:

- Develop desired skillsets such as becoming an expert on a topic within your chosen field, contributing to plans and policies that will be implemented, understanding the legislative process, designing outreach materials, facilitating events, managing social media and marketing efforts, and building your resume.
- Apply academic skills in a workplace setting
- Build your resume and explore a potential career path
- Expand your network in fields of interest
- Fulfill college/university internship requirements

### **About the Office of Mayor Arreguin**

Jesse Arreguin was sworn in as Berkeley's first Latino Mayor on December 1, 2016 after serving as the District 4 Councilmember for eight years. His office is dedicated to addressing issues of affordability, sustainability, and equity both locally and regionally. To learn more visit [www.jessearreguin.com](http://www.jessearreguin.com).

### **To Apply**

Please send your resume, cover letter and portfolio or graphic design sample to Brandi Campbell at [BCampbell@cityofberkeley.info](mailto:BCampbell@cityofberkeley.info). The cover letter is an opportunity to describe career and academic goals, to elaborate upon personal and academic accomplishments, to share areas of interest that relate to the internship and/or to identify what type of internship experience is being sought. Please include GPA and preferred start and end dates, as well if you will be receiving academic credit for the internship. Submissions will be accepted until positions filled.