

Opening for Design & Communications Intern

Application Deadline: July 9, 2020

The WeGO Secretariat is currently seeking candidates for one (1) Design & Communications Intern.

About WeGO

The World Smart Sustainable Cities Organization (WeGO) is an international association of city and other local governments, smart tech solutions providers, and national and regional institutions committed to the transformation of cities into smart sustainable cities.

WeGO's Secretariat is based in Seoul, Korea, with regional offices in East Asia (Chengdu, China), Eurasia (Ulyanovsk, Russia), the Mediterranean (Beyoğlu, Turkey), and Latin America (Mexico City, Mexico).

WeGO has 200+ members around the world and serves as their international platform to improve the quality of life, innovate in the delivery of public services, and strengthen regional competitiveness.

Responsibilities:

- Design promotional materials for WeGO's activities (flyers, banners, brochures, etc.)
- Produce content for and assist in managing WeGO's website and social media
- Support in other communications and outreach tasks and activities

Qualifications:

REQUIRED

- Fluency in English
- Bachelor's degree (current) in a relevant field
- Can legally undertake a paid internship in Seoul
 - *The WeGO Secretariat can unfortunately not provide any visa sponsorships for interns, and only candidates that already have a valid visa to undertake an internship in Seoul will be eligible for the interview.
- Strong proficiency in design softwares (such as Adobe Photoshop, Illustrator, In-design, etc.)
- Proficiency in MS Office and Google Office Suite
- Strong written communication and organizational skills
- Attention to detail, commitment, and creativity

OPTIONAL

- Knowledge and understanding of WeGO and its mission
- Communications or marketing-related experience
- Fluency in additional languages
- Website experience (HTML5/CSS3/Javascript, WordPress, etc.)

Contract:

- Start Date: Monday July 20, 2020
- Duty Station: WeGO Secretariat, 7F Seoul Global Center, Jongno-gu, Seoul, Korea
- Term: 5 months, 4 days/week
- Hours: Monday to Thursday 10:00-18:00
- Language: English

*The internship duration may be renegotiated based on the needs of the applicant.

Benefits:

- Salary: Approx. KRW 1,200,000/month (including insurance, pension, and weekly holiday allowance)

Required Documents:

1. Application Form
2. Resume and Cover Letter (with recent photo)
3. Portfolio (examples of past design work)

Optional Documents:

1. Recent scores on internationally recognized English proficiency tests (TOEIC, etc.)

Application Procedure:

Please download the application form from WeGO's website (<http://we-gov.org/careers/>) and submit it along with all necessary documents to secretariat@we-gov.org with the subject "Application for Design & Communications Internship" by the deadline.

Selected candidates will pass interviews online between July 13-16, 2020.

For inquiries, please contact:

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