



adelphi
metropolitan washington

Job Bank Form

Stokefire

Graphic Design Intern

Position Location

Alexandria, VA

Position Type

Internship

Position Reports to

Graphic Designer

Position Description

Stokefire, an energetic and growing Alexandria, VA-based brand strategy agency is looking for a **Graphic Design Intern** to perform the following:

Duties:

- Assist Graphic Designer by creating and editing design templates, laying out copy, resizing advertisements, retouching images and type using Adobe programs and other design production assignments
- Assume participatory role in full range of responsibilities from concept development to design to production preparation and execution
- Support Marketing Manager in creating marketing and sales materials
- Develop and maintain design reference library and database

In return you will receive:

- Course credit (if forms are provided and approved by your institution)
- Free coffee and sodas
- Real-world experience at an agency that is experiencing triple digit growth in a declining market
- Constructive guidance from experts with experience in advertising, design, and branding

Requirements:

- Experience in at least two of the following Adobe applications: PhotoShop/Illustrator/InDesign
- Attention to detail in typography and proofreading skills; information design skill is a must
- Fine Arts or Design majors strongly preferred
- Word/Excel/PowerPoint
- Some office experience/internship



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- Must be available 12-15 hours per week during the semester

Qualifications

Qualities:

- Strong verbal and written communication skills and ability to work independently on a project or in a team setting
- Highly organized in juggling multiple projects simultaneously while on a deadline
- Precise and detail-oriented work ethic
- Passion to actively participate in online social communities

Pluses:

- Photography
- Flash

Specific Skills:

PhotoShop/Illustrator/InDesign

Other

None

How to Apply

Submission Details

Please submit a cover letter + online portfolio/work samples to Liz Rosenstadt, Marketing Manager via email to NoResumes@Stokefire.com before Friday, December 31, 2009.



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Stokefire

Social Media/PR Intern

Position Location

Alexandria, VA

Position Type

Internship

Position Reports to

Marketing Manager

Position Description

Stokefire, an energetic and growing Alexandria, VA-based brand strategy agency is looking for a **Social Media/PR Intern** to perform the following:

Duties:

- Assist Chief Creative & Marketing Manager on diverse array of marketing/social media/PR projects
- Support Marketing Manager in creating press releases and news updates
- Assist with the copywriting and editing of Stokefire's website, online profiles and collateral
- Write blog entries, tweets, and Facebook updates in Stokefire's edgy voice Draft story pitches and earn press mentions in traditional and new media publications



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In return you will receive:

- Course credit (if applicable and approved by your institution)
- Free coffee and sodas
- Real world experience at an agency that is experiencing triple digit growth in a declining market
- Constructive guidance in a creative atmosphere from experts in advertising, design, and branding

Requirements:

- Business, public relations, marketing, communications, English majors strongly preferred
- Understands social media universe (YouTube, Flickr, Delicious, Digg, Reddit, Wikis, etc.)
- Proficient in Microsoft Office applications (Word/Excel/PowerPoint)
- Has some work/internship experience in PR, advertising, or online marketing
- Must be available 12-15 hours per week during the semester

Qualifications

Qualities:

- Strong verbal and written communication skills and ability to work independently on a project or in a team setting
- Highly organized in juggling multiple projects simultaneously while on a deadline
- Precise and detail-oriented work ethic
- Passion to actively participate in online social communities

Pluses:

- Knowledge of search engine optimization (including keyword searches and tags)
- Understanding of Movable Type weblog publishing system

Specific Skills:

Microsoft Office Suite/Social Media applications

Other

None

How to Apply

Submission Details



adclub
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Please submit a cover letter + writing samples to Liz Rosenstadt, Marketing Manager via email to NoResumes@Stokefire.com before Friday, December 31, 2009.

FOR ADVERTISING CLUB OF METROPOLITAN WASHINGTON USE ONLY

Date Posted: MM/DD/YYYY

Job Posting Guidelines:

1. Email this completed form to info@dcadclub.com. Call 703-683-5954 with questions.
2. Ad Club Members may post jobs for no charge; non-members must pay \$75 to post a job.
3. Each posting must be on a separate form - they can be in the same word document (copy and paste the form multiple times) - but must be in separate forms.
4. All postings will be posted within 3 business days.
5. Jobs will be posted for 60 days, unless otherwise directed or noted.
6. To renew a posting, the posting must be resubmitted.