



QUỸ HỖ TRỢ CỘNG ĐỒNG ĐÌNH THIÊN LÝ
LAWRENCE S. TING FOUNDATION

We are finding GRAPHIC DESIGNER INTERN

Lawrence S. Ting Foundation (LSTF) was established in 2005 as a local NGO in Vietnam. We mainly provide our services and support in the Education and Healthcare sectors to people in need nationwide. We've helped over 1,821,503 people in Vietnam in 63 provinces/cities.

Lawrence S. Ting Foundation (LSTF) welcomes individuals who are willing to bring their ideas, energy, and knowledge to us. Your contribution is not just for short term relief but works towards making a lasting impact on the communities we serve.

If you are interested, join us now as a Graphic designer Intern!!

Job Information

Work location: LSTF Office

- 3rd Floor, Lawrence S. Ting building - 801 Nguyen Van Linh Street, Tan Phu Ward, District 7, Ho Chi Minh City.

Working time: From Monday to Friday

- Morning: 8:00 - 12:00
- Afternoon: 13:00 - 17:00

Job Summary

As an Intern Graphic Design at Lawrence S. Ting Foundation, you will play a vital role in enhancing our brand presence through innovative and impactful design. In this role, you will have the opportunity to showcase your creative skills by designing

graphics for campaigns, creating POSM (point-of-sale materials) for events, and retouching photos to enhance media presentations. Your contribution will extend to support for marketing and communication activities, making a significant impact on our visual communication strategies.

Key Responsibilities

Social Media:

- Work collaboratively with the in-house team, following social media guidelines to design posts or edit video from raw footage for Facebook, Instagram, and YouTube.
- Support campaigns to achieve target traffic, views, and interactions.

Print Design:

- Create visually appealing print ads.
- Design banners for electronic direct mail (EDM).
- Retouch photos to enhance visual appeal.

Seasonal Designs:

- Prepare seasonal notices, greeting e-cards, and thank-you e-cards for staff and customers.
- Propose design layouts for LSTF brochures, project introduction handbook, and progress reports.

Residential Support:

- Follow design guidelines and adapt designs for various materials (brochures, leaflets).
- Support the finalization of proposal document designs (proposals, project introductions, etc.).
- Collaborate with print vendors to ensure the highest quality printed products.

Qualifications

- Currently in the 3rd or 4th year of a bachelor degree in design, communication, or a related major. Can work 3-5 days per week.
- Proficient in graphic design; experience in video production with a proven portfolio is a plus.
- Competent in using design/video editing software (Canva, Photoshop, Illustrator, Premiere Pro).
- Strong sensibility for typography, color, and page layout with a keen eye for detail.
- Video production experience, from planning and drafting storylines to shooting and editing, is a plus.
- Eager to learn, possess a positive attitude, receptive to feedback, and excited to hone skills.
- Must have a “can-do” attitude, be able to work under pressure, and meet tight

deadlines.

- Fluent in communications in both English and Vietnamese is a plus

BENEFITS?

- Paid internship position
- Hands-on experience in both graphic design and video editing within a non-governmental organization setting.
- Opportunity to contribute to meaningful campaigns and initiatives.
- Mentorship and guidance from experienced professionals in the field.
- Possibility of networking and professional development opportunities within the organization.