

**Insight Transportation Consulting Inc. (Insight)** is excited to offer a **paid** internship opportunity for a motivated Graphic Design and Marketing Intern to join our team in Central or South Florida. This position is designed for 20-24 hours per week, lasting six (6) months, with potential extensions based on performance. In this role, you will develop critical skills in graphic design, branding, and marketing communications, while gaining experience in proposal development and project profiling. This is a unique chance to contribute to impactful projects and benefit from mentorship by experienced industry professionals.

As a member of our team, you will support and lead a wide range of administrative and marketing activities. Examples of tasks you will accomplish on any given day include assisting in (1) developing graphics for use in the firm's marketing materials; (2) developing proposal materials; (3) maintaining the firm's database of resumes, bios, project profiles/descriptions; and (4) providing as-needed support in administrative activities. As a small firm, we are uniquely suited to provide ample opportunities for career development along with the best work-life balance.

## About You

Below are our desired qualifications for this role.

### **Required Skills**

- Currently enrolled in or recently completed a certification program or degree in Fine Arts, Graphic Design, Marketing, or a related field.
- Proficiency in design software such as Adobe InDesign, Photoshop, Illustrator, or similar tools.
- Experience with Microsoft Office products, including Word, Excel, and PowerPoint.
- Strong organizational skills with an ability to meet deadlines.
- Excellent written and verbal communication skills.

### **Preferred Skills**

- Familiarity with social media marketing and content creation.
- Basic knowledge of project management or proposal development.
- Experience with maintaining or updating a digital asset database.

### **Responsibilities**

- Design and Branding:
  - Develop graphics and illustrations for use in social media posts, website updates, proposals, and other marketing materials.
  - Collaborate with the team to create and update resumes, bios, and project profiles.
  - Assist in proofreading and refining designs for various marketing materials.
- Marketing Support:
  - Help create drafts for social media posts and update website content.
  - Support the development of visual content to showcase the firm's work and accomplishments.
- Administrative Support:
  - Assist with contract document management, timekeeping, invoice development, and expense tracking.

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- Help implement firm policies, including safety and IT protocols.

### **About Insight**

Insight is a transportation planning firm that provides data-driven tools and insightful analyses to support decision-making in major transportation funding investments. We are nationally recognized for our expertise in travel demand modeling, traffic, and ridership forecasting, and thought leadership in transit planning.

Our employee-focused culture encourages team members to grow with the company, providing rewarding opportunities for career advancement and shared prosperity. Join us to make an impact in the field of transportation consulting! Insight is an Equal Opportunity Employer. Please submit your cover letter and resume to Ashutosh Kumar at [ashu.kumar@insighttcinc.com](mailto:ashu.kumar@insighttcinc.com). We look forward to reviewing your application and learning more about your qualifications.

Insight provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Insight complies with applicable state and local laws governing nondiscrimination.