

Internship Role Description

UX Designer (Community)

Leadership	Grade 1 of 4 (Researching, Supporting)
Category	Administrators & Interns
Reporting Line	Reports to Managers Supervised by Coordinators
Agreement	Unpaid at 3 days per week
Term	3 months

Who We Are

Communiter (CT) is a social enterprise with a mission to connect, engage and mobilise volunteers to tackle complex social issues. We're an aggregator, and we facilitate collaboration between government, corporate, education and community sectors to amplify their collective impact.

We are purposeful and pragmatic people who practise what we preach. We care deeply about other people, our community, and the environment we live in. Our organisational values are agency, equality, humanity, integrity and solidarity.

Pivoting through the challenging social and economic environment of the pandemic, we have emerged stronger with a new structure, a more diversified revenue stream and deeper customer engagements. We're also on the cusp of learning the outcomes of several big government tenders that will accelerate our ability to achieve our vision whilst reinforcing our financial sustainability at the same time.

The Role

We are seeking a UI and/or UX professional who delights in creating amazing user experience. You would be contributing towards the overarching Community experience by working within the Product team and with the Community Strike Team, collaborating to position CT in the sector to extend our reach and to maximise our collective social impact.

Responsibilities

- Work on Jira tickets in Jira Software;
- Make sure Confluence pages are up to date and linked correctly;
- Utilise UI best practice to suggest improvements to platform;



For more information, head to our [website](#).

- Support Release testing where required;
- Create High Fidelity Prototypes on Figma;
- View User Interviews and synthesise platform improvements;
- Work with Product team members to communicate updates to the platform;
- Provide insights and feedback on other areas of CT to improve user interface;
- Any other work-related activities as directed by the Product Manager.

Competencies

Experience: **Some relevant** education and/or similar work experience

- Degree or relevant experience in User Interface and/or User Experience on the Product level;
- Developing knowledge of building high quality wireframes;
- Ability to work with others to scope user centric feasible platform solutions;
- Commitment to create the best user experience by working collaboratively.

Projects **delivery**

- Developing knowledge of work practices and projects;
- Ability to handle multiple projects at once;
- Strong interpersonal and communication skills, with the ability to work effectively with other internal teams to create content.

Communication

- Ability to **collaborate with** Administrators and Interns;
- Ability to **report** information back to Coordinators, Liaisons, Senior Specialists and Managers.

Specialisations

Interns are unpaid opportunities for students to hone their practice and to experience a work environment over a 3-4 month period.

Administrators serve as an entry-level position to take on responsibilities that are core to CT's service delivery, from either a capacity and/or a competency level.

Career progression and development discussions are a regular agenda item between you and your line manager. In addition, the organisational chart is regularly reviewed, updated and communicated internally to show upcoming vacancies and new roles to match the growth of the organisation.

KPIs are set with your line manager on a quarterly basis.

Internship Program Overview

Communit eer internships are one-of-a-kind and highly rewarding to those who give it their all. Our most important asset is our people. Being a purpose-led organisation with a young workforce, we have a supportive tight-knit culture that comes from the passion in doing something greater for the world. Being a values-driven team, we run both external and internal campaigns to act on our care about people, the community and the environment we live in.

As we are currently in a transition phase from start-up to scale-up, we move fast, and our interns are absolutely part of that journey. We know that this journey isn't for everyone, thus at one-third of the way into every internship, we will check in to ensure there is a good mutual fit between us.

What do you give -> What do you get?

Successful completion of the internship	Pathway to employment A reference from us to improve your employability & potential career opportunities at Communit eer
Application of technical skills	Development of technical skills An internal expert or external mentor to guide you professionally
Engage in the workplace culture, including commitment to minimum at-office hours	Development of soft skills Structured education, ie. group workshops and 1-on-1 sessions on 'how' to work and be the owner of your scope of work with real impact
Willingness to learn and immerse yourself in your team	Swift and structured induction month 1-week induction schedule followed by 2-3 weeks of shadowing and functional work, with progressive responsibilities allowing you to prove yourself and achieve according to your ambition
Transparent communication about your progress, to what extent this internship is prioritised in your schedule and whether it aligns with your goals	Mutual relationship of being taken seriously Resources invested for your success & genuine respect given to you from day 1 as the owner of your role
Fail fast, fail often approach	Upfront and constructive feedback Honest observations and assessment on how you are doing, what your strengths and weaknesses are

Hunger and curiosity for more, a go-getter attitude	Richer opportunities Referrals and direct introductions to our connections & entry to more opportunities within your team and across the organisation
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Relationships

- Reports to: Product Manager
- Supervised by: UX Designer
- Works with: Functional team: Product
- Collaborates with: Product Support Coordinator, Digital Storytellers

Grade 1 Leadership Autonomy

- Work with stakeholders on designated activities as a Product team member on a day-to-day basis;
- Ability to undertake routine activities with basic skills and knowledge;
- Exercise initiative in the application of established work procedures;
- Support the planning and production of activities within a clearly defined area of Marketing;
- Provide ad-hoc support and assistance to senior team members.