

JOB TITLE: Graphic Design Intern
REPORTS TO: Marketing and Communications Manager
DEPT: Development

STATUS: Intern
SCHEDULE: Flexible
DATE UPDATE: May 6, 2017

Springs Rescue Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of SRM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.

SUMMARY OF POSITION

The Graphic Design Intern will work closely with the marketing and communications to design and create digital and print collateral as well as promotional materials to advance Springs Rescue Mission's objectives, goals and mission.

DUTIES AND RESPONSIBILITIES

- Design clear engaging graphic communications for print and digital, including brochures, social media graphics, flyers and postcards.
- Assist in the development of branding projects, including logo creation and branding guidelines
- Create large-scale designs for traditional marketing efforts
- Develop and create templates for staff to use (powerpoint, keynote, etc.)

SKILLS AND QUALIFICATIONS

- Understanding of Adobe Suites of products
- Excellent communications skills, both written and verbal
- A current portfolio of work

EDUCATION/EXPERIENCE

- Current student obtaining a degree in Graphic Design or similar

WORKING CONDITIONS/PHYSICAL FACTORS

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

Climbing stairs – *occasionally*

Walking between SRM buildings – *occasionally*

Work environment is primarily indoors within an office or computer center setting

EQUIPMENT/TOOLS USED

Computer	Fax
Phone	TV/DVD