

Graphic Design Intern

Reports to: Marketing and Communication Team

Position Status: Intern (unpaid); course credit offered

Time Commitment: 15 hrs. minimum per week; anytime M–F, 9am–5pm;

two-semester commitment preferred



Position Overview & Basic Function:

This internship is ideal for a college junior or senior who has proficient or expert skill in Adobe Illustrator, InDesign, and Photoshop, and experience with WordPress. The Graphic Design intern will work with the Marketing and Communications team, the Development team and the Communications intern to develop, implement, and design event, campaign, and fundraising messaging.

****Portfolio samples are required with application.**

Primary Responsibilities:

- Utilize Adobe Creative Cloud Suite to create invitations, web graphics, advertisements, event brochures, educational and fundraising collateral, signage, and more
- Support creative needs of the Marketing and Communications team, the Development team, and all Komen staff
- Adhere to branding guidelines
- Update webpages with content and graphics
- Collaborate with internal and external clients
- Work with printers – seeing projects through to printed page
- Other tasks as assigned

Required Knowledge & Skills:

- Proficient or expert skill in Adobe Illustrator, InDesign, Photoshop, and WordPress
- Detail-oriented with strong project management skills and efficient time management to meet deadlines
- Strong interpersonal, verbal and written communication skills essential with both internal and external clients
- Ability to work well under pressure and in a fast-paced work environment

Other:

- Offers are contingent upon background check
- Hours may vary from the standard 9 am–5 pm based on upcoming events. Evening and weekends may be required
- Must be able to lift 25 lbs. for an extended time period – you may be asked to participate in heavy set up for our events
- Must have reliable transportation– travel within our 58 county service area may be required
- Must be 18 years or older and currently enrolled in or a graduate of a college or university

Benefits:

- Receive experience in the nonprofit sector
- Get hands-on ownership of projects and build experience in project management
- Learn collaborative and networking skills with multiple departments and customers both internally and externally
- Gain the experience of working for multiple clients – maintaining diverse visions while maintaining brand standards
- Continue building a work-based portfolio
- Gain experience in creating visual communication with varied messaging such as call to action, education and promotion

To Apply:

Please submit a cover letter, your work portfolio, and resume to intern@komengreatercetx.org. Include the intern job title and your first and last name in the subject line of the email.

About Susan G. Komen® Greater CETX

Susan G. Komen® Greater CETX is a nonprofit committed to saving lives and fighting breast cancer globally. Komen Greater CETX is the only breast cancer organization attacking the disease on all fronts locally through education, screening, treatment, follow-up care, survivorship support, advocacy and research. The organization serves the women and men in a 58-county service area. We battle breast cancer by removing barriers to care for the uninsured and underinsured. Of the funds raised annually, Komen Greater CETX invests up to 75 percent into local community health care grants and educational initiatives; the remaining 25 percent is invested into global research studies to find the cures for breast cancer.