



The Lincoln Center for Family and Youth
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JOB DESCRIPTION

Title: Graphic Design Intern

Reports To: Marketing Manager and Development Coordinator

Summary: The graphic design intern primarily assists the marketing and development departments in the creation, distribution, and modification of marketing materials to be distributed both internally and externally.

Essential Functions & Responsibilities:

- Use applications such as InDesign and Photoshop to create newsletters and other marketing materials on an as-needed basis
- Edit current materials to reflect updates
- Aid the marketing and development department in using Constant Contact to distribute marketing materials

Skills:

- Ability to meet deadlines
- Strong communication skills
- Strong knowledge of InDesign and Photoshop and/or other graphic design applications
- Ability to execute creative ideas

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands: The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this job. While performing the duties of this job, the intern is regularly required to communicate effectively. The intern frequently is required to sit, stand, walk, operate a computer, hand-held learning devices and other office equipment, use hands to finger, handle or feel, reach with hands and arms and must occasionally lift and/or move up to 20 pounds.

Hours of Work: This position is part-time and unpaid. Hours are flexible, but ideally, the graphic design intern will work 10-20 hours per week depending on the workload for any given week. There may be opportunities to work from home, but most work will be completed in our Audubon office.

Travel: Travel is primarily local during the business day, some work from home opportunities may be available.

Education and Experience:

- High School diploma or GED
- Current college student or recent college graduate

- Previous office experience preferred but not required
- Experience using InDesign and Photoshop for class projects or for professional use

EEO Statement: Our Company is committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other basis recognized by federal, state or local law.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the intern for this job. Duties, responsibilities and activities may change at any time with or without notice.