



Graphic & Web Design Intern

Reports to: Development Department & INK Public Relations

Position Status: Intern (unpaid); Course Credit offered

Time Commitment: 15 hrs. minimum per week; anytime M-F between 9am-5pm (two semester commitment required**)**

Position Overview & Basic Function:

This internship is ideal for the college junior or senior who has completed the course work necessary to have obtained a proficient or expert skill in Adobe Illustrator, InDesign, Photoshop and has experience with WordPress. The Graphic Design intern will be working in conjunction with the team from INK PR, the Development team and the Social Media intern to develop, implement and design event, campaign and fundraising messaging.

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

Primary Responsibilities:

- Utilize Adobe Design Suite to create invitations, web graphics, magazine advertisements, event brochures, educational and fundraising collateral, signage and more
- Supports creative needs of INK PR, the Development team and all Komen staff
- Adheres to branding guidelines
- Update webpages with content and graphics
- Collaboration with internal and external clients
- Working 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
- Strong interpersonal, verbal and written communication skills essential with both internal and external clients
- Efficient time management to meet deadlines
- 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 a.m. - 5 p.m. based on upcoming events. Evening and weekends may be required
- Must have reliable transportation
- Must be 18 years or older and currently enrolled or a graduate of a college or university

Benefits:

- Experience in the non-profit sector
- "Hands-On" ownership of projects, building experience in project management
- Collaboration and networking with multiple departments and customers both internal and external
- Gain experience of working for multiple clients – one brand, diverse visions while maintaining the brand standards
- Build a work based portfolio
- Gain experience in creating visual communication with varied messaging: call to action, education, promotion

To Apply:

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

About Susan G. Komen® Austin

Susan G. Komen® Austin is an Austin-based nonprofit committed to saving lives locally and fighting breast cancer globally. Komen Austin is the only local breast cancer organization attacking the disease on all fronts – education, screening, treatment, follow-up care, survivorship support, advocacy and research. The organization serves the women and men in the city's five-county area battling breast cancer by removing barriers to care for the uninsured and underinsured. Of the funds raised annually, Komen Austin 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.