

## Self-Help International Graphic Designer Internship Job Description

**Job Title:** Graphic Designer

**Salary Range:** This is an unpaid internship. School credit is available, as well as outside funding sources.

**Department:** Development

**Reports to:** The intern will report to Deputy Director.

**Employment Status:** Temporary

**Position Summary:** Duties may include but are not limited to developing graphic designs (info-graphs) consistent with the Self-Help International brand, formatting newsletter and report layouts for publishing, improving and developing branding standards, and working with other staff and offices to improve communication efforts.

**Minimum Job Requirements:** This position requires a background in application design and the ability to use Adobe Creative Suite. Strong written and verbal communication skills, proofreading skills, the ability to work to deadlines and effectively multi-task are also position requirements. Candidates pursuing a degree in Graphic Design, Web Management, Communications, Business, Marketing or another related field strongly preferred. Must be motivated to contribute to alleviation of international hunger and poverty. Applicant must be able to submit work samples with his/her application.

**Working Conditions:** The position is considered an unpaid internship and requires 10-30 hours a week (depending on role assigned and requirements for college credit). While the majority of the position duties will be completed in the office, some tasks and events may occur outside of the office.

**Availability:**

- Office Hours, Monday-Friday, anytime between 8 a.m.- 4:30 p.m.
- Some weekends and weeknights, depending on role assigned
- Length and time period of internship will depend on each intern's individual goals, with internships available for anywhere from one month to a year.

**Apply:**

Please submit cover letter, resumé and writing and three design samples to Nora Tobin at [nora@selfhelpinternational.org](mailto:nora@selfhelpinternational.org).