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| <b>Job title</b>  | <i>Graphic Design Intern</i>  |
| <b>Reports to</b> | <i>Marketing &amp; Development Coordinator and Director of Case Management &amp; Support Services</i> |
| <b>Start Date</b> | <i>January / February 2021</i>  |

### **Job purpose**

The New Haven Pride Center seeks an energetic, responsible intern to assist the Marketing and Development Coordinator and the Director of Case Management with producing graphics that are consistent with the Center's branding as we shape the future of the New Haven Pride Center.

### **Duties and responsibilities**

- Assist with the creation of marketing graphics for both virtual and print marketing
- Assist with the production of graphics for the Center's social media campaigns
- Assist with the production of advertising for Centerline Magazine
- Assist the Administrative Coordinator and Marketing and Development Coordinator with the development of social media graphic campaigns
- Additional duties and responsibilities as needed

### **Qualifications**

Persons in this position should:

- be able to work on and meet deadlines
- have strong organizational skills
- have strong verbal and written communication skills
- be proficient in computer programs including Microsoft Office, Microsoft Excel, and Google Docs
- have the goal of wanting to learn skills in graphic design experience
- be proficient with social media such as Facebook, Twitter, Instagram, Twitch, and YouTube
- have some experience with graphic design software such as Adobe InDesign, Adobe Photoshop, and/or Canva

### **Compensation**

This is an unpaid internship. If you are looking for school credit for said internship the New Haven Pride Center can provide approval for the internship hours and the skills obtained to said school, whether high school or college.