



## Graphic Design Intern

**Location:** Main office

**Time:** 9am-5pm Monday through Friday (Intern hours are flexible during these business hours)

**Commitment Level:** Minimum of a semester long commitment

### Volunteer Duties

Kids Incorporated is seeking data-driven, business-minded, results-oriented Graphic Arts & Design Interns to work with us this semester. We are looking for candidates in graphic design, advertising or public relations with a strong desire to exceed expectations.

Interns will work with the Community Affairs Director and staff to assist with:

- Editorial: design & print documents (brochures, flyers, reports, etc.)
- Marketing: create new advertising ideas (ads, campaigns, website & social media pages, etc.)

### Skills Required

Must be a student currently enrolled in a Graphic Design, Advertising, Public Relations or related discipline undergraduate or graduate degree program at an accredited 4 year university.

Professional Skills:

- Understanding of graphic design concepts
- Experience with computer programs (Page Maker, Adobe Illustrator, Publisher Skills, Excel, Word, etc.)

Personal Skills:

- Exceptional communication skills
- Accuracy, organization, and attention to detail
- Dependability and strong team player
- Capability to manage multiple projects and assignments with deadlines

### **Additional Requirements**

- Clear Background Screening
- Code of Conduct
- Affidavit of Good Moral Character
- Child Abuse & Neglect Reporting
- Photo/Video Release Form
- Volunteer Application
- Confidentiality Statement
- Volunteer Affidavit
- Requirements Acknowledgement
- Acknowledgement of Receipt of Handbook

Matthew J. Vossler  
Volunteer Coordinator  
Kids Incorporated of the Big Bend  
2326 Centerville Rd., Tallahassee, FL 32308  
(850) 414-9800 ext. 112  
[mvossler@kidsincorporated.org](mailto:mvossler@kidsincorporated.org)  
[www.kidsincorporated.org](http://www.kidsincorporated.org)