



Graphic Design Intern

Learn how to develop a streamlined marketing campaign by utilizing tools like Adobe Illustrator, Page Maker, Publisher Skills, and more.

Location: Main office

Time: 15-20 hours per week during business hours (9-5pm)

Commitment Level: Minimum of a semester long commitment

Volunteer Duties

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

Interns will work with the Community Engagement Coordinator 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, Photoshop, 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

- Standards 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

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