

Job Description and Work Summary

Position: Graphic Design Intern
Accountable To: Communications and Events Specialist
Oversight Committee: Branding & Communications Committee
Term of Service: One Semester
Status: Intern
Salary Range: Unpaid Internship



United Way
of the Brazos Valley

Position Summary: United Way of the Brazos Valley's (UWBV) Graphic Design Intern will be accountable for effectively completing the following activities:

Activity	Time Estimate
<ul style="list-style-type: none"> • Design clear engaging graphic communications for print and web. This will include marketing/communication materials, direct mail pieces, web site and social media graphics, posters, flyers, and other marketing materials as needed. • Ensure all promotional event materials are produced and available as needed • Work closely with Communications and Events Specialist and President & CEO to translate messaging concepts into marketing materials. • Assist the Communications and Events Specialist with other projects TBD. 	90%
<p>Document and collect training criteria and materials for future Graphic Design Interns to ensure effective transitions.</p>	10%

Qualifications and Prerequisites for Service

- Currently in pursuit of associate's, bachelor's, or graduate degree at an Texas college or university.
- Preferred degree of study in marketing, advertising, graphic design, or closely related field.
- Individual should be able to craft and execute a vision with creativity and style.
- Creative self-starter who is comfortable with both taking initiative and working in collaboration.
- Must be proficient in Adobe InDesign, Illustrator, & Photoshop and/or other common design applications. Experience with photography and video production and editing is preferred, but not required.
- Ideal candidate will be demonstrate a strong work ethic through thorough communication and task completion while maintaining a positive attitude.
- Ability to communicate well with others and maintain a professional demeanor
- Desire to serve in a nonprofit working environment.

Additional responsibilities as an intern of the organization include:

<p>Knowledgeable of United Way, its mission, goals, ethics, principles, programs, policies and procedures and be able to effectively demonstrate and communicate this information in all work activities.</p> <ol style="list-style-type: none"> 1. Meaningful and Measurable Improvement 2. Community Interdependence and Collaboration 3. Volunteer Value Driven 4. Inclusiveness 5. Stewardship 6. Adaptive Organization
<p>UWW Professional Core Competencies for all staff. This person will effectively and with great frequency demonstrates attributes and behaviors associated with the following Professional Core Competencies.</p> <ul style="list-style-type: none"> • Mission-Focused • Relationship-Oriented • Collaborator • Results-Driven • Brand-Steward

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To be a high performance team member, each member of the UWBV team needs to understand how they create value and improve team systems, processes and results. This person must understand and contribute to the UWBV team in the following areas.

- Organizational, department and individual roles and responsibilities
- Project planning with and for volunteers
- Effective communication and sharing of information
- Proactive focus on customer needs and expectations
- Respectful and timely follow up
- Management of processes and projects

United Way of the Brazos Valley is an Equal Opportunity Employer.

Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing:				X
Hearing:				X
Standing/Walking/Sitting:				X
Climbing/Stooping Kneeling:		X		
Lifting/Pushing/Pulling:	X			
Use of hands/fingers to handle or feel:				X