



1) Print and website design intern:

We require an intern to assist with various graphic projects. These projects include design of flyers, posters, graphics and other marketing materials, designing web graphics and pages, laying out graphics for marketing materials, poster creation and more.

Qualifications:

- Must be proficient in Adobe InDesign CS5, Illustrator CS5, & Photoshop CS5, Adobe Creative Suite and Basic HTML
- Understanding of web/print typography
- Color palettes & gradients
- Basic understanding of marketing
- Organized, with an ability to prioritize time-sensitive assignments.
- Ability to work independently as well as in partnership with team.
- Must be able to meet deadlines.
- Print and web design skills.

2) Website Developer:

We require an intern who will work as a website developer to enhance our website using an online CMS based system. The candidate will work with our team to understand our requirements and will be expected to implement the work independently.

Qualifications:

- Understanding of consumer based content structure / flow
- knowledge / prior experience in CSS/HTML styling
- Proficiency with Photoshop/Illustrator
- Proficiency with HTML / CSS/ Javascript
- Passion for great design and great user experience
- Knowledge of browser capabilities
- Social media master
- Excellent communication skills: written and spoken.

3) Communications internship:

- Assist with updating, maintaining and management of our brand's social media presence including Facebook, Twitter, Google Plus, Linked In and other social media.
- Assist in planning, developing, writing and managing monthly eNewsletter
- Draft, distribute and pitch news releases, media alerts and other stories
- Update the website when needed
- Collaborating with staff on new ideas, directions, and venues for marketing and communications

Qualifications:

- Firm grasp of available tools and platforms in the social media space
- Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations)
- Previous internship or related experience in marketing or communications is a plus
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel).
- Proficiency in Adobe InDesign/ Photoshop/ Illustrator highly desired. Knowledge of graphic design a plus
- An effective communicator, both written and oral
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines