



## **Marketing & Graphic Design Intern**

**Job Type:** Internship, unpaid  
**The Length of Appointment:** 15 - 20 weeks (May/June - September)  
**Time Commitment:** Hours to be agreed upon by academic advisor and Heritage Hill  
**Benefits:** None  
**Reports to:** Director of Sales and Marketing

### **JOB SUMMARY**

The marketing & graphic design internship is a temporary position intended to provide undergraduate and graduate students an opportunity for professional development in the rapidly evolving non-profit industry. The intern will assist in and discover the ins and outs of marketing while assisting with projects such as graphic design of our marketing materials, contests, social media campaigns, website maintenance, and much more.

### **RESPONSIBILITIES AND DUTIES**

Interns will be assisting in graphic design as well as tasks including but not limited to:

- Market research
- Brand development
- Copywriting
- Assist in Social Media Campaigns
- Occasional Front Desk Duties such as answering phones, directing customers, etc.
- Monitoring company Facebook, Twitter, Pinterest, Instagram, and other social media accounts
- Strategize new ways to reach core markets across multiple digital mediums
- Be present at community events where the intern will be act as photographers and videographers
- Meet and engage with patrons at events
- Stay up to date with emerging trends and styles in terms of marketing

### **QUALIFICATIONS AND SKILLS**

- This person must also be able to maintain effective working relationships with visitors, volunteers and staff.
- Strong communication skills, both oral and written
- Demonstrated in experience in Customer Service
- Experience utilizing the Adobe Suite as well as the Microsoft Office Suite and Google applications
- Willingness to learn how to apply graphic design and digital imagery skills in real world marketing environment
- Strong critical thinking skills
- Demonstrated ability to manage multiple assignments
- Ability to work independently or as part of a team
- Ability to walk or stand for an hour or more at a time.
- Ability to lift up to 25 pounds as necessary.