

# Guiding Light Orphans, Inc.

## *Graphic Design and Multimedia Internship*

GLO seeks an energetic and detail-oriented Graphic Design & Multimedia Intern. This position provides practical, hands-on experience in graphic design and website development. This position requires a creative, intuitive designer who is well-organized, a quick learner, and can work with little supervision as a team member. This position will also require raising awareness for GLO's mission, programs, and services by communicating to individuals through social media channels. This is an excellent opportunity for an undergraduate design student or graduate student interested in pursuing a career in nonprofit marketing and web development. While this position will be focused on graphic design and web-based projects, it will provide opportunities to assist in other aspects of GLO's operations and activities. The intern will work collaboratively in a small yet effective nonprofit atmosphere and will develop skills that will be useful in securing employment in the nonprofit marketing and communications fields.

### **Tasks:**

- Create graphic designs as determined by the Communications Team for marketing material, direct mail, or video productions using independent judgment, creativity, and computer equipment
- Work with Communications Team to develop concepts, designs, and ideas within our mission that meet the objectives at hand
- Design and create website graphics, images, and elements to maintain a creative, appealing, and user-friendly website
- Update information on GLO's website, including Press Releases, events, blogs, articles, etc.
- Keep communications files organized on hard drives
- Assist in writing and organizing blogs about relevant topics
- Assist in the printing of GLO print materials including newsletters, stationary, appeals, etc.
- Keep social media pages and GLO's main website up to date with news, program/organization information, and videos
- Establish consistency of the GLO message across multiple networks
- Convert GLO documents, videos, and audio files into suitable formats for easy downloading and distribution

### **Qualifications:**

- Applicants for this position must have a graphics design suite already loaded on their laptops and have experience with Adobe Creative Suite
- Team player and excellent verbal and written communication skills
- Must be up-to-date with the rapidly changing field of computer/digital technology
- Adept at project management, time management, and scheduling
- Strong creative skills combined with extensive knowledge of design software and basic HTML programming skills
- Basic video and audio production skills preferred
- Prior design and website maintenance experience
- Familiarity with Google Docs, Slides, and Drawings is a plus
- Ability to take initiative, set priorities, work independently, and manage multiple tasks
- Ability and willingness to adapt to a variety of duties and priorities
- Familiarity with the Internet as a research resource
- Adequate skills in Microsoft Office, Excel, and PowerPoint
- Sense of humor
- Inherent interest in the NGO field