

**Anchor Center for Blind Children
Job Description**

JOB TITLE: Graphic Design Intern	DATE: 2018-2019
REPORTS TO: Communications Manager	Dates/Hours: Flexible, 8-10+ hours per week, 3 Month Minimum Commitment Compensation: Un-Paid Internship, Available for College Credit

Purpose of Position

Anchor Center for Blind Children is seeking a motivated Graphic Design Intern with interests in photography, videography, graphic design, communications and social media. Anchor Center's Graphic Design Internship provides an enriching work experience with a leading nonprofit in the Denver community, building your resume and design portfolio while learning from seasoned nonprofit professionals with strong backgrounds in design and marketing.

Reporting directly to the Communications Manager, the Graphic Design Intern position applies and implements skills in creative design for Anchor Center; editing and designing digital files for print and online modalities.

Essential Duties and Responsibilities

- Create high-quality informational, special event and fund development marketing collateral (data sheets, reports, brochures, invitations etc.) for a broad array of print, online and digital media.
- Support fundraising campaign strategies through visual storytelling.
- Research and recommend processes for on-demand and cross departmental marketing needs
- Provide design and content recommendations for Anchor's website; implement changes as directed
- Translate concepts, ideas and objectives into engaging visual elements and designs that appropriately represent Anchor's specific programs and services, while remaining consistent with the agency's broader branding and messaging
- Help to organize department's various content databases (photography, video, quotes and testimonials, alumni) to support future promotional efforts.
- Support relationships with children, families, volunteers, donors and friends of Anchor Center

Qualifications

Education and Experience

A completed or in-progress (at least two years completed) undergraduate degree in Art, Design or related field. Experience working or volunteering at a nonprofit or human services organization preferred, but not required

Knowledge, Skills and Abilities

- Excellent written and oral communications skills.
- Graphic Design experience, including digital and print.
- Proficient with Adobe Creative Suite including Photoshop, InDesign and Illustrator. Web, photography, videography and multimedia skills are a plus.
- Familiarity with HTML and CSS (not required but preferred)
- Strong ability to work both independently and collaboratively
- Strong creativity and demonstrated self-starting initiative
- Basic to advanced photography and videography skills.
- Ability to analyze graphic and technical information and create interpretive illustrations.
- Outstanding organizational skills and ability to handle multiple projects with competing deadlines.
- Ability to use excellent judgment to manage workflow and elevate priority issues to the Communications Manager or Director of Development.
- Ability to work both independently and as part of a team environment
- Respect the confidentiality of Anchor Center families, donors and staff

Working Environment

- Educational/classroom environment including children with limited or no vision and frequent parent/family visits

Physical Activities

- Able to lift 40 lbs for moving equipment, supplies and event materials

This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.