



Graphic Design Intern

Be an ambassador of change at The Kitchen, Inc. You can play a part in helping The Kitchen, Inc. create a new public image on our social media, online promotions, and print media. This internship will give you valuable real-world experience in print and web design.

Requirements:

This intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in various aspects of marketing. Must be cordial and have a strong customer-service orientation. Poised and well-groomed, professional appearance and demeanor. Self-directed, well-developed interpersonal skills, organized, willing to assume leadership role on projects, dependable, possess excellent telephone skills, proficient computer skills including Microsoft Office and Adobe Suite, pay close attention to detail and have advanced writing skills.

Responsibilities:

- Assist in designing ads for various publications, signage for exhibits, designs for fundraising events, etc.
- Assist in the creation of signage, circulars, mock ups, e-mail campaigns, on line promotion, etc.
- Weekly updates to The Kitchen, Inc.'s Web site
- Research other non-profits with successful branding or design systems
- Provide support to social media efforts
- Create, edit, distribute and maintain on-site and off-site marketing and promotional needs as instructed
- Manage and update media (print, digital, TV, radio, etc.) rates, demographics, circulation and opportunities for current and future planning
- Other duties as assigned