



## Job Description

### Graphic Design Internship (Volunteer)

#### **PROJECT SUMMARY:**

The Urban League of Greater Madison is seeking a graphic design intern to assist in the development of a promotional campaign to help raise awareness of the Urban League vision. The campaign is designed encourage donations from past and first-time donors. The campaign will launch in July and continue through the end of 2012. The intern will report directly to the Senior Vice President and also work closely with a project team that includes other Urban League staff, board members, and other volunteers.

*Duration:* The bulk of work will be completed between June 15 and August 15. Opportunity to extend.

*Hours:* 10 to 20 hours per week. Typically 2 to 3 days per week. Schedule negotiable.

*Compensation:* Internship position is not compensated. Intern may be eligible for college credits.

*About the Urban League:* The Urban League is a non-profit organization working to transform Greater Madison into the Best [place] in the Midwest for everyone to live, learn, and work. We are working to make this vision a reality through a comprehensive strategic empowerment agenda that includes programs & services, advocacy, and partnerships & coalition building.

**To Apply: Submit resume by June 13 to Edward Lee at [elee@ulgm.org](mailto:elee@ulgm.org).**

#### **DUTIES AND RESPONSIBILITIES:**

- Design clear engaging graphic communications for print and web. This will include logos, direct mail pieces, branded promotional items, web site and social media graphics, posters, flyers, and other marketing materials as needed.
- Work closely with a project team of paid staff and volunteers to translate their messaging concepts into marketing materials.

#### **QUALIFICATIONS:**

- Be proficient in Adobe InDesign, Illustrator, & Photoshop and/or other common design and layout applications
- Having a computer and access to graphic design and layout software is preferred but not required
- Must be extremely organized and detail oriented
- Must have excellent time management skills
- Must have ability to work independently as well as in partnership with team
- Must be able to define and work to deadlines

#### **BENEFITS:**

- Build your portfolio of work
- Flexible scheduling
- Be part of one of the nation's oldest and largest community development agencies
- Help meet an important community need.