



Big Brothers Big Sisters



Start Something

INTERNSHIP DETAILS:

Duration:

8-week internship
May 23 - August 31, 2011
(dates flexible)

Hours:

9:00 a.m. - 5:00 p.m.
Monday - Friday

Salary:

\$2,750 for eight weeks' service

To Apply:

Email cover letter, resume, and .pdf samples or online portfolio link to jobs@bbbstx.org with the subject line "Graphic Design Summer Intern Position"

Deadline:

Friday, April 1, 2011

Graphic Design Summer Internship

Sponsored by ExxonMobil Community Summer Jobs Program

Big Brothers Big Sisters Lone Star is a donor-supported non-profit mentoring organization. We are seeking an outgoing, creative Graphic Designer for a fun and exciting summer internship opportunity! You will be able to express your creativity while learning how to work within a marketing team. You will also learn the importance of branding an organization and how to work effectively within a non-profit agency.

Candidate must be an undergraduate student who has completed his/her freshman year and is returning to school full-time in Fall 2011. Graphic Design majors are preferred.

RESPONSIBILITIES:

- Assist Graphic Designer in coordinating, developing, producing and disseminating all marketing communication pieces as assigned, including newsletters, brochures, postcards, flyers, logos, PowerPoint presentations, special events materials and other special projects as needed.
- Enforce agency style guide throughout all communication materials.
- Assist in proofreading and editing on all external communications pieces.
- Ensure that all marketing communication activities are in accordance with agency policies and procedures; ensure growth and demonstrate consistency with current brand messaging efforts.

REQUIREMENTS:

- Student must have a major in Graphic Design.
- Undergraduate student who has completed his/her freshman year and is returning to school full-time in Fall 2011 and in good academic standing.
- Past intern experience helpful, but not required.
- Portfolio required at time of interview.
- Must possess knowledge of Adobe Creative Suite and MS Office Tools on PC and MAC operating systems.
- Must have strong typography and layout skills.
- Must be a team player, creative, and collaborative.
- Strong knowledge of A.P. Style Guide beneficial.
- Must be able to manage multiple tasks simultaneously, be extremely organized and a fast-learner.
- Must maintain excellent time management skills and be deadline driven.
- Must have excellent written and verbal communication skills.
- Must be willing and able to work with diverse populations.
- Must be willing and able to work with last minute changes to accommodate job responsibilities.
- HTML and/or web experience helpful but not required.



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888.887.BIGS
www.bbbstx.org

Think of the possibilities. **What will you start?**