



Graphic Design Intern – Volunteer Position

Big Brothers Big Sisters offers an opportunity for graphic design students to build your portfolio and fulfill your internship requirement. Interns receive supervision and coaching from an experienced communications professional.

Responsibilities:

- Conceptualize, design and produce promotional materials such as flyers, ads, brochures, promotional items, web pages and/or displays
- Plan, schedule, and implement design projects related to marketing collateral
- Maintain electronic archive system of completed projects for easy future reference
- Must understand the importance of consistent branding and will be responsible for upholding integrity of agency graphic standards

Qualifications:

- Proficiency with Creative Suite 2 (InDesign, Illustrator and Photoshop), Microsoft Publisher and Adobe Acrobat 8.0
- Ability to design and produce press-ready materials
- Ability to work with external print production vendors
- Web design experience
- Detail-oriented work style

Supervisor:

Steve Kean, Director of Communications & Public Relations

Location:

Big Brothers Big Sisters of the Greater Twin Cities
2550 University Avenue West, Suite 410N
St. Paul, MN 55114

The office is located approximately one mile east of the University of Minnesota East Bank Minneapolis campus, one half mile north of highways 94 and 280. Some work may be done outside the office.

To apply:

Send resume, cover letter and design samples to:
Barbara Alfrey, Director of Human Resources & Volunteer Services
balfrey@bigstwincities.org

Questions? Call 651-789-2451 or send to balfrey@bigstwincities.org