



Graphic Design Intern Job Description

Project Summary:

The Richland County Foundation seeks a graphic design intern to re-design its website to enhance its look and functionality as well as modify existing marketing materials. The intern will be paid \$10 an hour for up to 420 hours over summer break with a flexible schedule.

The RCF is a 501c3 non-profit organization, incorporated in 1945. It was founded by local citizens dedicated to serving the public good in our community. It is one of the largest community foundations in the state of Ohio and the largest private source of grants in Richland County. Grants are awarded for a broad range of community needs as well as college scholarships to undergraduate students.

Duties and Responsibilities:

Design clear and engaging communication for web and print.
Work closely with the staff to translate the foundation message into marketing materials.

Qualifications:

Must be a junior or senior enrolled in an accredited college or university and be proficient in common design and layout. The student needs to be from Richland County.
Own a laptop with graphic design software.
Be organized, detail oriented and possess excellent time management skills.
Be able to work independently as well as in partnership with a team.
Be able to define and meet work deadlines.

Benefits:

Enjoy a flexible schedule.
Build your portfolio of work.
Help an organization that helps people in its community.

Please email your resume to Maura Teynor, director of Donor Services and Communications, mteynor@rcfoundation.org by April 3, 2014