Position Title**: Graphic Design Internship** Dept.**: Development Department**

Location: One Mount Hope Avenue Worksite: Bivona offices

General Description: Bivona Child Advocacy Center is seeking a Graphic Design Intern to assist the Marketing & Communications Specialist with the design and creation of marketing collateral and strategy. Graphic Design Interns will receive experience in all aspects of marketing as well as exposure to the non-profit sector.

Supervision provided by: Marketing & Communications Specialist

**Intern Duties and Responsibilities**

* Design clear engaging graphic communications for print and web. This will include logos, direct mail pieces, branded promotional items, website and social media graphics, posters, flyers and other marketing materials as needed.
* Assist in brainstorming concepts for upcoming projects  and marketing strategies
* E-Newsletter design
* Update existing collateral material
* Assist the marketing specialist with hands-on projects
* Attend Development/Marketing Committee meetings when appropriate and able
* Assist with marketing and public relations efforts for Bivona’s special events (Wine & Microbrew Tasting at ArtisanWorks;  Open That Bottle Night; Golf Tournament and Annual Bivona Child Abuse Summit)
* Assist with Bivona Young Professionals

**Qualifications**

* Major in Graphic Design or Graphic Communications
* Proficiency with the Adobe Creative Suite (InDesign, Illustrator and Photoshop) and/or other common design and layout applications
* 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
* Having a computer and access to graphic design and layout software is preferred but not required

Bivona Training to be completed:

* Bivona folder, tour of facility
* Darkness to Light (D2L) Stewards of Children Training (2 hours)
* Bivona Orientation (2 hours)

Special Requirements: Confidentiality statement must be signed.

Schedule/Hours Required: The hours for this position are flexible based upon the intern’s availability during the hours of 8:30 a.m. to 5:00 p.m. Monday through Friday.