

ROLE DESCRIPTION | Graphic Design Internship



TITLE | Graphic Design Intern

REPORTS TO | Social Enterprise Director & Operations Director

COMPENSATION | Unpaid, for college credit

TERM | Begin in January, June, & September. End dates determined w/ each applicant, 3-5 months in length, depending on season. 15-25 hrs/week.

OVERVIEW

The Graphic Design Intern will support and grow the work of Treetops Collective's mission, vision and programs through the development of designed content to equip the fundraising and sales teams to leverage and engage donors and customers.

We are looking for people who desire a better way of welcoming New Americans to West Michigan, who are willing to think outside of the box, and are ready to listen, learn, and work hard while applying their skills and education on the job.

RESPONSIBILITIES

- Design assets for a capital giving campaign
- Update and elevate website content
- Develop a printed lookbook and wholesale catalog
- Create branded assets (new brochure, mailers, sales postcards)
- Collaborate with community development team to craft a creative, yet content driven Sister Circles Playbook for all participants
- Work collaboratively with Treetops team on marketing initiatives, newsletters, content for our digital outlet, etc.
- Turn in work to Social Enterprise Director or Operations Director, take constructive feedback, and alter work accordingly.
- Attain transportation to all events and meetings as scheduled.
- Attend one-on-one and team meetings in person, may work from Treetops space or remote as desired.
- Assist with 1-2 organizational events

QUALIFICATIONS

- Proficient in Adobe Design Suite
- The ideal candidate must be highly self-directed, flexible
- Majoring in graphic design or a related field.
- Value excellence in their work

- Be passionate for our mission
- Possess cross-cultural competence
- Skilled in cross-cultural communication and sensitivity
- Interns must have reliable transportation to our community space and own or have access to computer and equipment needed for their work
- Internship applicants must be at least 18 years of age, current college students or recent college graduates are preferred.

GOALS

- To be determined with the right applicant

If you are seeking college credit for your internship, we suggest that you start talking with your school advisor now about the steps you need to take. We are happy to fill out the needed paperwork to ensure that you get academic credit for your work with us.

Contact Person: lauren@treetopscollective.org

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