



POSITION TITLE: Graphic Design Intern

REPORTS TO: Creative Director

CLASSIFICATION: Part-time (15-20 hours a week), non-exempt

The Graphic Design Intern will work with a passionate team of Federation marketing professionals to help convey information visually, continue to elevate the brand, and support the needs of a variety of in-house clients. We are a team committed to growth, for our organization, for our team, and for the individual. If you are a student with a serious interest in graphic design and design production and strong technical skills, we want to hear from you!

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Graphic Design Intern will assist the Creative Director in executing design work while working within a set of brand standards. The Graphic Design Intern will also help the Creative Director in managing outside vendor relationships with all associated details around specs, process, timelines, etc.

GRAPHIC DESIGN INTERN DUTIES AND RESPONSIBILITIES

- Create and design print and digital materials
- Adhere to brand guidelines and complete projects according to deadline
- Retouch and manipulate images
- Use graphic design software and work with a wide variety of media
- Collaborate with the Creative Director to develop design concepts, and receive feedback to make necessary changes
- Assemble final files for release; for printing or digital applications as needed

REQUIRED SKILLS AND ABILITIES

- Basic knowledge of layouts, typography, line composition, color, and other graphic design fundamentals
- Strong creative and analytical skills
- Experience with Adobe Creative Suite – with emphasis on InDesign, Illustrator and Acrobat
- Experience in Office products such as Microsoft Publisher, PowerPoint and Word
- Experience in Canva, gif animation, website graphic development and Adobe Premier or other video editing software a plus
- Understanding of traditional, digital and social media
- Ability to organize, prioritize, manage and complete multiple, often-competing projects with dependability
- Detail-oriented with an enthusiastic, self-motivating work ethic
- Strong customer service and ability to serve a variety of internal clients
- Collaborative team player with a positive attitude and a willingness to learn and grow



Projects include but are not limited to:

- Flyers, brochures, posters, and other print collateral
- E-mail, social media and website graphics
- Newsletter and impact report templates
- Print and digital ads
- Direct mail, postcards
- Signage, banners
- Notecards, letterhead, and other office needs
- Branding and logo design
- Infographics and other means of data visualization

EDUCATION AND EXPERIENCE

- Position is open to students currently pursuing a four-year degree in graphic design or visual arts, new graduates with a graphic design or visual arts degree, or individuals new to the graphic design field
- Please email resume and cover letter along with a link to design portfolio and/or samples to federationmarketing@jewishatlanta.org

The above job duties and responsibilities describe the general nature and level of work for an employee in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of employees in this job.

PHYSICAL REQUIREMENTS: Intermittent standing and walking with prolonged periods of sitting at desk or in meetings.

** Jewish Federation of Greater Atlanta is an equal opportunity employer.*