

## Job Description

### GRAPHIC DESIGN AND MARKETING INTERN

- REPORTS TO:** Graphic Design & Digital Marketing Specialist
- BASED AT:** Barnabas Foundation, Crete, IL
- PURPOSE:** The successful graphic design and marketing intern is someone who is skilled in graphic design and seeks to learn from, and contribute their talents to, a creative, high-performing marketing team in a Christian nonprofit setting. This person will gain resumé-building experience in the areas of graphic design, video production and general marketing.
- SCHEDULE:** Part-time employee  
15 hours per week, to be scheduled between 7:30AM - 5PM

### KEY RESPONSIBILITIES

- Design basic print materials (flyers, brochures, handouts) and a variety of digital media that advance the mission of Barnabas Foundation and its member organizations.
- Create customized marketing materials for member organizations.
- Assist with video production (no experience required).
- Provide general marketing support as a collaborative member of Barnabas Foundation's marketing team.
- Other duties as assigned.

### QUALIFICATIONS

The qualifications of the successful candidate for this position include:

1. A faith and lifestyle in agreement with Barnabas Foundation's mission and Christian values.
2. Junior or senior college student pursuing a bachelor's degree in graphic design, marketing, communications, business or a related major.
3. Local student available to work throughout summer and academic school year.

## QUALIFICATIONS (continued)

4. Working knowledge of design software and technologies (such as Adobe InDesign, Illustrator, Photoshop). Experience in Adobe Premiere and After Effects helpful, but not required.
5. Keen eye for aesthetics and details.
6. Self-starter with demonstrated ability to meet deadlines while juggling multiple projects and tasks.
7. Excellent communication skills.
8. Enjoys learning and using new technologies and online platforms.
9. Thorough understanding of best practices for layout and design.
10. Optimistic and creative problem solver.
11. Prior marketing and/or video experience helpful, but not required.

**Interested individuals should send their cover letter, resumé and sample portfolio (either as an attachment or URL link) to: [jobs@BarnabasFoundation.com](mailto:jobs@BarnabasFoundation.com)**