

## United Way of Williamson County

### Graphic Design Intern – Summer 2019

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United Way is seeking a current college Art, Visual Communication, Graphic Design or Instructional Design Major in their Junior or Senior year to provide graphic design support for the organization. This person will be a member of the Marketing and Communications team and an integral part of promoting the United Way brand, communicating impacts, creating custom materials and assisting with graphic design projects for the organization and its programs, fundraising initiatives, and general marketing materials. This person will play an integral role in launching a new domain name by assisting with the updating and creation of all United Way marketing, campaign, and program materials.

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<b>Position:</b>	Graphic Design Intern
<b>Location:</b>	United Way of Williamson County, 1111 N. IH-35, #220, Round Rock, TX 78664
<b>Supervisor:</b>	Director of Marketing and Communications
<b>Start/End Date:</b>	Flexible
<b>Hours per week:</b>	Part-time (10-12 hours per week)
<b>Status:</b>	Internship, Part-time unpaid with mileage reimbursement
<b>Academic Credit:</b>	The intern is responsible for all arrangements and necessary documentation with the school if required for course credit. The internship supervisor will complete paperwork and meet deadlines as provided by intern.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

Specific duties will be determined based on the specific needs of the communications plan matched with the strengths and interests of the student intern. Duties may include, but are not limited to:

- Developing conceptual creative work highlighting United Way's impact and showcase the clients and communities that we serve through the development of electronic and print marketing materials
- Assisting with the launching of a new domain name, and rebranding marketing materials, campaign collateral, program and event flyers, etc. to reflect the new URL.
- Working with the intern supervisor to establish needs, expectations, and deadlines.
- Actively participating in marketing plans and decision-making regarding the United Way marketing plan by sharing knowledge and experience of marketing, advertising and design.
- Assisting in end-to-end process in design, layout and production of marketing materials for programs, fundraising needs, events, and community partnerships.
- Adhering to United Way Worldwide Brand Guidelines while localizing materials for use in Williamson County, TX.
- Working closely and collaborate with other departments.
- Providing support to key staff and team members as needed.

**EXPERIENCE AND REQUIREMENTS:**

- Art, Visual Communication, Graphic Design or Instructional Design Major in their Junior or Senior year of college.
- Demonstrated focus on creativity and quality.
- Excellent organizational skills.
- Exceptional attention to detail.
- Strong written, proof-reading and verbal communication skills.
- Open and positive demeanor to interact with a wide range of people.
- Enthusiastic learner who accepts guidance and responds well to feedback.
- Adapts well to changes in marketing direction or organizational needs.
- Self-starter who takes initiative, comfortable working alone as well as in a group.
- Reliable transportation and a professional demeanor.
- Proficiency with Adobe Creative Cloud including InDesign, Photoshop, etc.

This position does not guarantee future employment. This job description has been designed to indicate the general nature and level of the work and may not list all duties. Interns will be expected to sign the Code of Conduct and adhere to relevant personnel policies regarding conduct, attire and procedures.

**About United Way of Williamson County**

United Way of Williamson County is a community of donors, advocates, volunteers and partners who fight for the health, education, and financial stability of every person in every Williamson County community. We are one step closer to winning this fight by creating opportunities for every person to thrive, live healthy lives, and reach their full potential. Resources and programs that help families become more financially stable, empower successful students, and promote healthy living – is a win for all of Williamson County.

**To apply for this position, please send your resume with the following information:**

- A cover letter telling us about you and the reason you are interested in this position.
- A portfolio with samples of your work.

Email all materials as one document to Laurie Garza, Director of Marketing and Communications at [laurie@unitedway-wc.org](mailto:laurie@unitedway-wc.org). Call 512-255-6799 with questions.