

Visual Communications Intern

YWCA Columbus is seeking a **Visual Communications Intern!** YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

This intern must be able to work effectively with a variety of team members within the marketing and communications team. S/he must have strong organizational skills and the ability to adapt to new conditions and meet tight deadlines. S/he must have solid knowledge of the Adobe Creative Suite and have a superior eye for design and layout. The ideal Intern is someone who is in college and is looking for entry-level experience in creating visuals and basic html coding for the organization's email and website channels, as well as creating a consistent and visually pleasing array of images for Social Media. S/he must demonstrate the ability to become a strong designer. Familiarity with digital design discipline and photography through past work experience, coursework and/or other internships is desirable.

Schedule

Part-time; two or three days a week; 8:30am-5pm

Responsibilities:

The Intern is responsible for assisting with projects under the direction of the supervisor. S/he works closely with and supports the needs of the marketing and communications team. Responsibilities include, but are not limited to:

- Assist with updating and maintaining the organization's website
- Create engaging images for social media channels that is consistent with YWCA brand standards
- Photograph events for use in social media and marketing materials
- Assist with the visual preparation of email and social communications for events
- Keep up-to-date with the latest technology and design trends
- Build basic understanding of principles of communications marketing, graphic design, HTML and email design
- Perform administrative tasks such as scheduling meetings and taking notes
- Help with upcoming events
- Maintain a high level of professionalism, communications, and strict confidentiality in interactions with staff, volunteers, donors and general public.
- Understand and promote the mission and vision of the YWCA that values diversity and celebrates the positive aspects of a multicultural society

Qualifications:

Intern candidates must have a strong interest in the visual communications and/or graphic design field and possess good interpersonal skills with the ability to work effectively with others in a fast-paced environment.

About Our Internship Program

- The duration of the internship is a minimum of 2 months and a maximum of 6 months
- Interns are unpaid; however, applicants could potentially receive a stipend upon completion of their internship, pending performance reviews. A parking pass will be provided and college credit is preferred

Posting Open until January 21, 2019

Email resumes to careers@ywcacolumbus.org.