JOB DESCRIPTION

TITLE: DESIGN AND CONTENT INTERN

JOB SUMMARY:
The Design and Content Intern will gain valuable insight into the world of non-profit public relations, and communications by working directly with the Development and Marketing team and assisting in the implementation process of an organizational wide strategic communication plan that elevates ¡HICA!’s brand and profile in the community to its target audiences. This internship requires a minimum commitment of 15-20 hours per week. Hybrid position (remote/in-office)

REPORTS TO: Development Manager

RESPONSIBILITIES:
• Assist to produce and develop hands-on design work and content of ¡HICA! and its programs
• Assist in the development of communication and marketing materials including creating annual report, organizational brochures and 4 programmatic brochures
• Website Maintenance and graphic enhancements including (news page, job board and website calendar)
• Reviews and proofs design concepts
• Work with ¡HICA! Programs, and interview constituents to develop ¡HICA! success stories
• Promotes ¡HICA!’s name and image in the community through story telling
• Assist with photography, illustration, lettering, etc
• Assists with photography/stock asset inventories
• Flexible work scheduled must be available to work some weekends including March 3rd.

The Design and Content Intern will be encouraged to participate in meetings and contribute their ideas to marketing & communications plans and initiatives.

REQUIREMENTS AND QUALIFICATIONS

• Candidates with samples of professional creative work or students currently enrolled in Graphic Design, Media, or Journalism with Design emphasis preferred.
• Experience with the Adobe Creative Suite, including InDesign, Illustrator, and Photoshop
• Excellent written skills. Must write clearly, concisely and persuasively in English and Spanish.
• Proficiency in Microsoft 365 and Squarespace is a plus.
• Deep cultural understanding of Latino and women’s issues, immigration, and poverty.
• Ability to work with people from diverse cultural background
• High energy, positive, “can-do” attitude, flexible, teamwork, and attention to detail; high degree of initiative required.