girl scouts
heart of michigan

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| **Job Title:** | Graphic Design Intern | **Reports To:** | Communications Manager |
| **Department/Group:** | Communications | **Job Code/ Req#:** | 70320 |
| **Location:** | MI – Kalamazoo | **Travel Required:** | Minimal |
| **Level/Salary Range:** | Unpaid | **Position Type:** | Intern |
| **HR Contact:** | Ashleigh Crisp Hobart | **Date posted:** | April 8, 2014 |
| **Will Train Applicant(s):** | Yes | **Posting Expires:** | Until Filled |

**To apply please include a cover letter, resume, and employment application. Applications accepted by:**

| **FAX OR E-MAIL OR WEBSITE:** | **MAIL:** |
|---|---|
| (269)492-1439 or hr@gshom.org<br>**Subject Line:** Graphic Design Intern<br>**Attention:** HR Department<br>**Website:** http://www.gshom.org/about/employment.html | HR Department<br>Girl Scouts Heart of Michigan<br>601 W Maple<br>Kalamazoo, MI 49008 |

**Job Description**

### POSITION OVERVIEW

Will assist in designing art and graphic layouts as requested while working closely with the Graphic Design Specialist.

### ROLE AND RESPONSIBILITIES

1. As assigned, promote the image and programs of the council to current and new audiences
2. Will work with various departments within organization to assist in the creation of materials to be used with volunteers and staff
3. Create and maintain a positive environment that fosters respectful, meaningful and effective interaction among all people, regardless of race, color, creed, religion, national origin, age, sex, gender identity, sexual orientation and expression, disability, marital status, height, weight or any other characteristic protected by law.
4. Other duties as assigned

### EDUCATION

- Associate's degree or currently in related field of study

### KNOWLEDGE/SKILLS/ABILITIES

- Working knowledge of Adobe Creative Suite (specifically, Adobe InDesign).
- Creativity and an understanding of basic marketing techniques
- Excellent oral and written communication, and proofreading skills
- Work in team environment and accept constructive criticism
- Willingness to accept new responsibilities and handle multiple projects
- Ability to work independently, multi-tasking simultaneous projects and work well with all levels of staff and volunteers.
- Computer literate/proficient in Microsoft Office, specifically Word and Excel.
- Perform in a professional and courteous manner at all times

- Have own reliable transportation
- Able to perform in an office environment
- Willing to become a member of GSUSA
- Occasionally lift and/or move up to 25 pounds

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.