

Graphic Design Intern

Location: Chicago, IL
Start Date: Flexible
Length of Opportunity: 10-15 weeks
Hours per Week: 15 - 40 hours
Number of Positions Open: 1
Name & Title of Supervisor: Emily Anderson, Communications Director

General Function: World Relief Chicago, along with local church partners, serve newly arriving refugees through intensive case management services, English language training, mental health services, immigration legal services, youth programs, and volunteer engagement.

The Graphic Design Intern will help create visual content for World Relief Chicago's social media, event and print marketing initiatives in order to mobilize volunteers and donors, increase prayer support, advocate for the refugee community, educate followers, promote events, and provide information about our services to members of the community.

- Duties:**
- Work in collaboration with World Relief Chicago staff on long term promotional projects including concept development and event branding.
 - Design digital material for social media, website, and email campaigns.
 - Design print materials for internal communications and external promotions.
 - Maintenance of Website layout and aesthetics.
 - Adhere to organizational branding and style guidelines.
 - Opportunities to collaborate with marketing team to develop promotional videos.
 - Opportunities for interaction with church partners and refugee clients, and exposure to other program areas, available.
- Knowledge, Skills, & Abilities:**
- Experience with Adobe Suite (Illustrator, Photoshop, InDesign) and Microsoft Office Suite. Final Cut Pro or other video editing capabilities a plus.

- Knowledge of print materials and print production processes.
- Ability to produce work within a quick turnaround time.
- Flexible, energetic and motivated team player.
- Ability to start and work on projects independently and follow through to completion.
- Able to advance World Relief's mission, vision and values through personal faith and commitment to the local church.

Experience Required:

- Coursework and experience in digital and print design.
- Understanding of marketing techniques.
- Web design experience a plus.

Work Environment:

- Office located in Chicago, IL
- Various modes of public transportation available
- Workspace may be shared with existing staff

To apply for this position, please send a resume, cover letter including a link to portfolio to chicago@wr.org