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| <b>Position:</b>                         | Graphic Design Intern  |
| <b>Position Level/Classification:</b>    | 1  |
| <b>Responsible to:</b>                   | <b>VP Marketing &amp; Communications</b>   |
| <b>Position Description Last Update:</b> | <b>11/15/2014</b>  |
| <b>Minimum Qualifications:</b>           | <ul style="list-style-type: none"><li>• Upper level college student</li><li>• Research &amp; Interviewing skills</li><li>• Organizational skills</li><li>• Access to design software</li><li>• Self-motivated, able to work independently or with a team</li></ul>   |
| <b>Preferred Qualifications:</b>         | <ul style="list-style-type: none"><li>• Experience taking and editing photographs</li><li>• Experience in planning, shooting and editing video</li></ul>   |
| <b>Essential Position Functions:</b>     | <ul style="list-style-type: none"><li>• Transportation to/from Camp Fire offices</li><li>• Ability to lift 40 pounds</li><li>• Ability to communicate clearly</li><li>• Ability to use office equipment including copiers, computers and telephones</li><li>• Reliable transportation to and from office and program sites</li></ul> |
| <b>Relationships:</b>                    | <p>In this role, a successful employee will foster excellent working relationships with:</p> <ul style="list-style-type: none"><li>• Marketing/Communications team members</li><li>• local and national reporters and producers</li><li>• Volunteers</li><li>• Program participants</li><li>• Program leadership staff</li></ul>     |
| <b>Accountability:</b>                   | <p>This position is responsible, with guidance from the VP of Marketing and communication, for designing projects that help tell Camp Fire's story including, but not limited to:</p> <ul style="list-style-type: none"><li>• Newsletters</li><li>• Development/Fundraising requests</li></ul>                                       |

- Annual Report
- Program promotional pieces
- Event campaign support
- Website

**Key Area of Responsibility:**

**Graphic Design**

- Learn/maintain working knowledge of Camp Fire programs
- Creatively depict information through graphical representation (aka infographic)
- Provide input on design elements to support organizational campaigns
- Interface with program divisions to collaborate on campaign and design projects
- Research prospects and potential human interest stories, historical projects and sources as guided by organizational priorities
- Support design projects and brand standards