

Job Description

|  |  |
| --- | --- |
| Position Title: | Graphic Design Intern |
| Established: | November 10, 2017 |
| Classification: | Seasonal |
| Job Location: | Grand Rapids, MI |
| Reports To: | Director of Marketing |
| Direct Reports: | None |
| Key Relationships: | Marketing, Development |

Position Summary

The marketing team at SpringHill is seeking a fun, innovative, adaptable and team-oriented graphic design intern to join the team for the summer.

The ideal candidate will demonstrate a well-rounded knowledge of graphic design, including print, web, photography, and digital media; as well as a knowledge of the Adobe Creative Cloud (InDesign, Illustrator, Photoshop, Lightroom, Adobe Premier).

The Graphic Design intern will be responsible for creating excellent promotional and informational materials for SpringHill. These materials range from printed, digital and internal communications pieces.

Key Job Functions

* Create print and digital assets for SpringHill marketing and promotions
* Work alongside the Marketing team to collaborate and plan promotional materials
* Photo editing
* Web design
* Complete other duties as assigned by the Director of Marketing

Experience and Qualifications Requirements

* Commitment to the mission and ministry philosophy of SpringHill
* Graphic Design/Art Major or related
* Knowledge of Adobe Creative Cloud
* Able to provide a portfolio of past work

**Working Conditions and Physical Requirements**

* Must be able to lift, bend, and twist
* Ability to push and pull loads
* Must be able to lift frequently up to 35 lbs.; occasionally 35-100 lbs. with assistance
* Good hand-eye coordination

*The above statements are intended to describe the general nature, types of work performed and qualifications required of staff members assigned to this position. They are not intended or should be taken as an exhaustive list of and responsibilities, duties, and requirements of personnel so classified. All indicated qualifications, duties and functions are essential job functions for purposes of the Americans with Disabilities Act (ADA).*

Revised on: 11/10/2017