



Graphic Design Intern

Opportunity Summary:

The Communications and Development department at The Fortune Society has an exciting internship opportunity for students interested in pursuing a career in Graphic Design, Visual Communications, and Digital Marketing. The Graphic Design Intern will have the opportunity to grow their graphic design skills, gain real world experience, build their professional portfolio, and help a large nonprofit build brand awareness and exposure.

Reports to: Director of Design and Digital Media

Location: Long Island City, NY

Days/Hours: Monday to Friday, 12 to 20 hours per week. Ideally this would be a Fall internship.

Internship Projects:

- Learn how to create branded print publications by designing newsletters, invitations, event journals, programs, direct mail pieces, whitepapers, and other print communications;
- Learn how to generate branded digital collateral by designing web site and social media graphics, e-newsletter templates, infographics, and other digital communications;
- Learn how to collaboratively work with multiple stakeholders by designing department-specific one pagers, posters, flyers, PowerPoints, and other materials;
- Learn how to produce branded merchandising products by designing t-shirts, pens, hats, bags, stickers, and signs;
- Learn how to optimize photos and graphics for web and print publications by creating, preparing, and editing images and other digital collateral;
- Learn how to design digital ads by creating engaging social media and web ad graphics;
- Learn how to systemize and archive digital collateral by organizing Fortune's vast collection of photos and videos.
- Learn how to conceptualize big ideas into design concepts by collaborating with Director of Design and Digital Media and other stakeholders to create design drafts;

Preferred Background:

- Solid grasp of graphic design concepts and prior experience with creating graphics, illustrations, and layouts for print and digital platforms;

- Knowledge of Adobe InDesign, Photoshop, Illustrator, Bridge, InCopy, Lightroom and other Adobe Creative Cloud apps;
- Strong research, written, and verbal communications skills;
- Strong organizational and problem solving skills;
- Strong passion and desire to promote the mission and work of The Fortune Society;
- Ability to work independently, as well as collaboratively, and manage time effectively in a fast-paced, high-energy environment;
- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint);
- Knowledge of OneDrive;
- Knowledge of Google Apps (Google Docs and Google Sheets);
- Knowledge of Adobe Premiere a plus;
- Knowledge of WordPress, Mailchimp, Raiser's Edge, and Online Express a plus;
- Knowledge of Social Media Platforms (Facebook, Twitter, Instagram, LinkedIn, Youtube) a plus;
- Bachelor's degree and or Master's degree candidate, preferably in Graphic Design, Visual/Media Communications, Digital Marketing, Advertising, and Fine Arts a plus.

Travel Opportunities:

Travel to The Fortune Society locations in West Harlem.

To apply for this internship, please send your resume, portfolio, and a cover letter explaining your interest in the internship and The Fortune Society to esoto@fortunesociety.org.