

**Title:** Graphic Design Intern

**Department:** Technical Arts

**Reports To:** Samantha Scissons, Graphics Developer

**Status:** Intern

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*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all skills, responsibilities, and duties required of the position.*

### ***Position Summary***

The Graphic Design Intern will create custom graphics for print and media use. He/She will also be challenged to brainstorm and execute new media concepts and projects.

### ***Responsibilities and Duties***

- Research current trends in graphic design
- Create ministry-specific graphics
- Propose and execute new media concepts

### ***Qualification Requirements***

- Intermediate to advanced knowledge of Photoshop and/or Illustrator.
- Basic knowledge in HTML and/or Dreamweaver.
- Basic computer hardware/software troubleshooting skills.
- Editing, proofing, and typing skills.
- The ability to multitask and operate in a fast-paced work environment.

### ***Education***

Must be a recent graduate or currently enrolled at least part time as a college or university student studying Graphic Design, or a program of similar nature.

### ***Time Commitment***

10 to 15 hours per week, per semester.

### ***Benefits***

- School credit according to college or university standards.
- Experience in a non-profit work environment.
- Develop and refine professional website and graphic design skills.

### ***Contact***

Karina Rosales  
Internship Program Director  
[karinar@calvaryccv.org](mailto:karinar@calvaryccv.org)  
909-464-8255 ext. 272