

Job Title: Graphic Design Internship

Start Date: May 2024 to July 2024

Position type: Internship 3-5 hours/week from June to August

Location: Remote/ Hybrid. Position is mostly remote, but some on-site work will be required.

Reports to: Communications Manager

Compensation: \$500 stipend

We are very excited to announce an opening for a part-time intern at LCC. This is a project-based internship lasting approximately 3 months or until the project is completed. You will join a team of passionate staff and community members to design a zine or booklet for our Community Meaning project. Grow your current skills and develop new ones! Build your resume! Bring your creativity and imagination to an organization working to bring love, support, and unity to the community!

#### **About Longfellow Community Council:**

LCC is the resident participation group for the Cooper, Hiawatha, Howe, and Longfellow neighborhoods. LCC is a community-based organization that represents the interests of residents in the Greater Longfellow area. We develop, protect, and enhance neighborhood assets through community engagement. The mission of the Longfellow Community Council is to improve the well-being of our diverse community through engagement, involvement, and empowerment.

#### **About the Position:**

The Graphic Design Intern will lead the design and creation of a Community Meaning zine or booklet for distribution in the Greater Longfellow community. The intern will synthesize information from community members and present it in an aesthetic and engaging zine that is consistent with the LCC brand. The intern will work with the Communications Manager on design and implementation of the project. You can expect to utilize your design skills along with data analysis, critical thinking, branding, and marketing skills.

### **Duties and Responsibilities:**

- Create visually appealing design for a zine that captures our organization's brand and message
- Design corresponding materials for website and social media marketing
- Produce print and online versions for the zine
- Consult with team members as needed and revise projects when necessary based on feedback
- Assist Communications Manager with production and printing processes
- Bi-weekly to Monthly meetings

### **Qualifications:**

- Strong graphic design and art skills
- Must be able to meet deadlines
- Ability to work both independently and collaboratively
- Basic knowledge of Google Suite
- Team player, creative spirit, desire to learn
- Have a keen eye for typography, composition, and brand consistency
- Experience working with diverse communities and a demonstrated commitment to equity and inclusion
- Proficient in design and digital art software such as: Adobe Illustrator, Adobe InDesign, Photoshop, Canva, Procreate
- Experience with zine-making or book design is a plus.

### **We are looking for someone who is:**

- Enthusiastic, outgoing, patient, and persistent
- A creative self-starter
- Highly organized
- Excellent communication skills
- Interested in visual and written storytelling
- Passionate about art, design, and illustration
- Preferred candidates pursuing a degree in design, marketing, art, communications, or a related field.

## **How to Apply!**

To apply for this position, please email [andrea@longfellow.org](mailto:andrea@longfellow.org) with “Application for Graphic Design Internship” in the subject line. Please attach a current resume and a cover letter describing your interest in the position. Applications will be reviewed on a rolling basis and the position will remain open until filled.

**Don't meet every requirement?** Studies have shown that women and BIPOC professionals are less likely to apply for jobs unless they meet every single qualification. At the Longfellow Community Council, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you are excited about this role but your experience doesn't align perfectly, we encourage you to apply. You might just be the right candidate for this or other roles.