National
Multiple Sclerosis
Society
Greater
Northwest
Chapter

# Internship Description

**TITLE:** Graphic Design Intern
**DEPARTMENT:** Community Relations
**REPORTS TO:** Sarah Chromy, Communications Manager

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## JOB SUMMARY

Multiple sclerosis (MS) stops people from moving. The National MS Society exists to make sure it doesn't. We help each person address the challenges of living with the disease and are dedicated to achieving a world free of MS. We support local programs and services, and help fund national research projects aimed at finding the cause of MS, better treatments and a cure. Key Chapter fundraising events held throughout the year include Bike MS, Walk MS, On the Move Luncheon and Dinner of Champions.

Under the Community Relations Department, the Graphic Design Intern will gain professional experience in production and development of collateral and promotional materials (print and digital), and learn about corporate brand guidelines while building a portfolio. This internship will support a wide range of initiatives throughout the Chapter, ranging from event support, email marketing, web graphic creation and more! Must be an upbeat self-starter, organized and enjoy a fast-paced work environment.

## JOB RESPONSIBILITIES

- Marketing and promotional materials (posters, brochures, ads, etc.)
- Web and social media (videos, graphics, etc.)
- T-shirt & jersey design (if applicable)
- Graphics creation for web, email and print projects
- Fliers and mailers
- Other design and production projects

## SKILLS AND QUALIFICATIONS

- Knowledge of Adobe CS products (InDesign, Illustrator, Photoshop)*
- Proficient with Microsoft Office (especially Word, Outlook and Excel)
- Ability to work well independently, incorporate suggestions and meet deadlines
- Desire to approach challenges strategically and creatively
- Understanding and usage of social media and the Internet
- Strong writing skills and attention to detail
- Skilled at collaborating cross-functionally

**Workstation with applicable software will be provided for the duration of the internship.*

**BENEFITS**

- Gain professional experience managing projects and balancing multiple priorities
- Work within a high-functioning and inspiring workplace atmosphere
- Learn and contribute in a local non-profit environment with a national reach

**TRAINING & EVALUATION**

- Greater Northwest Chapter Volunteer Orientation
- Online training courses (as relevant to internship)
- Individual training with supervisor for special projects
- Ongoing evaluation / feedback provided throughout internship

**COMMITMENT**

- Quarter/semester-long or year-long timeframe
- 10-15 hours/week, flexible scheduling based on school load
- Preference to students nearing graduation ( junior or senior years) or recent graduate

**APPLICATION PROCESS**

Submit the following to lauren.spero@nmss.org:

- Resume and cover letter.
- List of relevant classes taken that relate to the position.
- Two or three samples of work.
- Two contacts (phone & email) to provide a reference. Please no family members but a professor, employer, RA, community service supervisor or other is recommended.

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**CONFIDENTIALITY**

The Greater Northwest Chapter of the National Multiple Sclerosis Society has an obligation to safeguard the confidential nature of personal information and shall not disclose, in an individually identifiable way, information about a particular person without the person's expressed authorization. All volunteers are expected to safeguard confidential information to the degree that their volunteer position is given access to the identity and details of persons living with multiple sclerosis and their families.

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For more information about this volunteer position, please email:
Lauren.Spero@nmss.org