

MARKETING AND GRAPHIC DESIGN COMMUNICATIONS INTERNSHIP

Description

The Winter Park Chamber of Commerce is seeking a part-time Marketing and Graphic Design Communications Intern for 20-25 hours per week. The mission of the Winter Park Chamber of Commerce is to convene people and ideas for the benefit of our businesses and community. Intern will create impactful designs and develop written messaging for marketing materials that appeal to target audiences, while maintaining our consistent brand. Candidate must have developed graphic design skills, as well as polished, professional communication skills. Reports directly to the Vice President of Communications.

Responsibilities

- Develop targeted e-newsletters, blog posts, and social media content
- Provide graphic support for print and digital marketing materials for a wide variety of platforms (i.e. print, social media, website)
- Manage existing photography in database
- Oversee and maintain Chamber templates and branding
- Coordinate with vendors to acquire estimates, production and delivery of projects and promotional items
- Manage day-to-day logistics related to creative needs and projects for internal communication
- Assisting with media relations and promotions regarding Chamber events and programs

Preferred Qualifications

- Strong conceptual skills with a high-level sense of design, layout, and topography
- Ability to apply style guides creatively while upholding brand identity
- Advanced knowledge in graphic design production processes
- Familiarity with social media design standards and treatment of existing photography across platforms
- Proactively keeps up to date on industry leading software and technologies

Requirements

- Competent in Microsoft Office/Excel/PowerPoint
- Strong knowledge of social media platforms, including Facebook, Twitter, LinkedIn, and Instagram
- Strong knowledge of Canva and other graphic tools, Constant Contact is a plus
- Excellent writing and proof-reading skills as well as strong interpersonal communication skills
- Strong organizational and research abilities
- Keen attention to details and accuracy
- Ability to multitask
- Ability to meet deadlines

Interested students should submit their resume with contact information to Nancy Stephens at nstephens@winterpark.org.