



*investing in organizations
that build community*

INTERNSHIP

GRAPHIC DESIGN

Application deadline: Rolling until the position is filled

Application materials: Resume and cover letter (or cover e-mail) to britney@impactcapital.org

Internship start date: September 2010

Internship structure: Part-time, M-F, dates/times flexible, this is a UNPAID internship – school credit can be worked out with your school.

Internship Program Description:

Internships with Impact Capital provide college students with a unique opportunity to gain comprehensive insight into a **Community Development Financial Institution (CDFI)** and the community development field.

The graphic design internship provides an opportunity for a student to gain real world experience working with a team to develop creative designs, as well as produce pieces to be added to a portfolio. Additionally, this position provides students with the opportunity to network with professionals in the community development and affordable housing field. The goal of this internship is to provide the intern with meaningful, valuable and practical experience in design, as well as exposing students to the operation and growth of a nonprofit community development organization in a dynamic and changing environment.

In addition to learning about community development, graphic design, communications, marketing, and development within a vibrant nonprofit organization – a few free lunches, a couple cups of great Zeitgeist Coffee's, fun-committee events, and other benefits will be provided.

For more information about CDFI's (like Impact Capital) visit these websites.

<http://www.impactcapital.org>

<http://www.domini.com/community-investing/What-Is-A-/index.htm>

<http://www.opportunityfinance.net/>

Internship Structure:

This is an unpaid, volunteer position for student or non-student looking to work in a non-profit community development financial institution (CDFI). The position can be shaped for students so as to be used for credit, depending on circumstances.

This position will work with all departments, including: Lending, Community Building, and Fund Development and Communications. Intern responsibilities include designing layouts for communications pieces such as newsletters, reports and story boards, creating invitations and designing web pages for events and collaborating with staff to create logos for programs and events.

It is necessary that the volunteer be task-oriented and have the ability to work independently and with others. To successfully implement the graphic design projects required, the volunteer will communicate effectively, present project drafts for review, and respond to input from staff. Impact Capital is a professional office and the dress code is business casual on most days, no jeans, or tennis shoes.

Skills required:

The ideal candidate is an experienced student of graphic design with knowledge of both web and print media. Specifically, the intern must be skilled using Photoshop or similar software to manipulate photos and create raster graphics, and Illustrator or similar software to create vector graphics, such as for posters and logos. Knowledge of Publisher, as well as the ability to quickly learn any new software as required is an asset. Additionally, the intern must be comfortable working with text layout and custom fonts. The intern selected will have superior organizational skills, creative thinking, strong communication skills and the ability to handle multiple projects and tasks simultaneously. The intern will also have knowledge of, or interest in, learning about communications, marketing, development, and community development.

The intern will need access to their own design software, and ideally a laptop from which to work that can be brought to the office.

A commitment of one semester or quarter (4-6 months) is required.

Intern duties:

- Assist development and communications staff with web writing, content management, and design of website and e-mail marketing campaigns.
- Produce fliers and brochures for events and conferences.
- Develop unique and effective logos and graphics for programs and events.
- Work with development and communications staff to design posters, invitations and other promotional materials.
- Effectively communicate design ideas to staff.
- Working collaboratively and responding to feedback while creating designs.
- Other duties as assigned.

The intern will have an opportunity gain and/or improve upon his or her:

(We hope to tailor the experience to your interest, and ensure you select which skills you'd like to enhance)

- Ability to work creatively using input from clients and peers and tailor designs to specific needs.
- Communication skills and ability to effectively present ideas and mock-ups.
- Brainstorming, creative thinking and the ability to generate unique designs.
- Ability to manage multiple long-term and short-term projects simultaneously
- Understanding of a CDFI and Community Development.
- Ability to work in a fast-paced, high motivated, and mission driven nonprofit organization.

Please visit our webpage at www.impactcapital.org for further information about our impact on Washington communities.