

# GRAPHIC DESIGN INTERN

RJL SOLUTIONS

## ROLES AND RESPONSIBILITIES




The graphic design intern is responsible for assisting the Communications department with the creation of visual content for print, digital, social media, websites, and videos. The position provides a flexible work schedule and an environment that provides experience in a wide range of design projects for a variety of clients and industries.

Duties include:

- Design materials such as marketing collateral, presentations, emails, logos, infographics, branded items and more
- Develop and source images for use on social media and websites for RJL and clients
- Collaborate with Communications Team on campaign concepts and execution of deliverable
- Manage project assignments and meet deadlines
- Work with the Director of Creative Design in the day-to-day design activities including print pieces, video editing, photography, web design and more
- Assist in edits and creation for social media posts, website copy, SEO and other marketing items
- Assist with operational duties for Communications team
- Take minutes at participating meetings
- Like, comment, follow, watch stories, and engage in content for all RJL and its clients' pages to increase liability and grow a following
- Other special projects as designated



## INFORMATION

-  College
-  Internship - College Credit
-  Communications

## REQUIREMENTS

- Current student pursuing (or recent graduates with) a bachelor's degree in graphic design, digital design or similar field of study.
- Must provide samples of work or a link to portfolio website.
- Familiar with Adobe Creative Cloud, particularly InDesign, Photoshop, and Illustrator.
- Ability to communicate effectively through writing in a concise and meaningful manner with accurate and trusted research methods and sources.