

United Way is celebrating its 50th year in Larimer County and needs a **Graphic Design intern** to assist in the Marketing Department. As an intern at United Way, you will be exposed to the day-to-day processing and execution of marketing strategies and collaterals, gain “real world” experience working on important projects, and develop many outstanding pieces for your professional portfolio. You will be a vital member of United Way’s marketing team and support the entire organization with your superior design and communication skills.



Job Title

Marketing Intern – Graphic Design

Company/Organization

United Way of Larimer County

Reports to

Pam Davis, Vice President of Marketing and Communications
Megan Larson, Marketing Associate

Wage/Salary

\$500 per semester, paid at end of semester
Course credit available with department approval

Key Responsibilities

- Attend scheduled training sessions
- Assist in the design and production of marketing materials including advertisements, invitations, newsletters, postcards, annual reports, etc.
- Assist in the writing of marketing materials
- Assist in maintenance of web site
- Support United Way departments through graphic design assistance
- Complete administrative projects as assigned
- Other duties as assigned

Qualifications

- Minimum of one year in a graphic design position or program
- Proficiency using Adobe CS software
- Excellent organizational skills
- Excellent written and oral communication skills
- Ability to work independently and be self-motivated
- Ability to work in a fast-paced environment a must
- Minimum commitment of one semester
- Fifteen to twenty hours-per-week

Deadlines: Now accepting applications for the Fall semester

- Application deadline is **August 1st, 2008**
- Interviews will take place the week of **August 4th, 2008**
- Hiring for the Fall internship finalized by **August 15th, 2008**

Application Instructions: To apply for the position send a cover letter, resume, and samples of your work before the deadline. Specifically, we want to see/know:

- Range of materials and styles including those designed for print and for the Web or multi-media (Adobe PDFs preferred)
- What software programs are you fluent in?
- How many hours per week can you work?
- When are you available to start?

Send all information to Pam Davis, pdavis@uwaylc.org, 970.407.7008