



Position Description Graphic Design Internship

Description: Under the direction of the Butler County Educational Service Center (BCESC) Marketing Specialist, the intern will focus on a variety of projects to learn various aspects of Educational Service Center administration specific to the interests of graphic design and marketing as a focus area. This is an opportunity to tap into graphic design, promotional and marketing experience that spans over 3 decades.

General Duties and Responsibilities:

- With guidance from the Marketing Specialist, design graphic communications for print and web. This will include graphics for branded promotional items, website and social media graphics, posters, flyers and other marketing materials as needed
- Attend planning meetings for marketing and development
- Assist in making revisions to designed pieces
- Assist in the writing and editing of informational materials and reports
- General administrative items such as mail merges, printing and assembly of marketing packets

Qualifications:

- Strong interpersonal, verbal and written communication skills
- Completed coursework in graphic design, marketing or similar program
- Proficiency in Adobe Illustrator, Photoshop and InDesign
- Proficiency in Microsoft Office Word, Publisher, Power Point and Excel
- Understanding of Google Applications
- Organized and detail oriented
- Excellent time management skills
- Ability to work independently as well as in partnership with team

Benefits:

- Gain experience in
 - Applied Graphic Design
 - Marketing Support
 - Working in a team setting
 - Event Planning
- Build upon your portfolio of work
- Flexible scheduling

Compensation:

Negotiable, up to \$15.00/hour based on experience.

Time: This is a part-time internship; the hours and time commitment are flexible to be set between the supervisor and the internship candidate prior to the start of the internship.

About BCESC: The BCESC is a countywide school district offering services that serve families and children and for the enhancement of educational programs. They serve as the central educational and service resource for schools, government agencies, families, children and the community. The BCESC provides educational programs, staffing services, professional development, and multi-faceted family services from prenatal through high school that promote achievement and improve the quality of life for families and children. They are a visionary, premier, inclusive organization that supports world-class learning through leadership and collaboration. The mission of the BCESC is to provide exemplary services to students and families that improve learning so children can lead successful lives.

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