



Waste & Recycling Services

GRAPHIC DESIGN INTERN

Rumpke Waste & Recycling, one of the nation's largest privately owned waste and recycling firms, is seeking a graphic design intern. The candidate must be available to work up to 16 hours per week January to December 2017 out of Rumpke's offices in Colerain Township, Ohio, near Cincinnati. Exact days and times are flexible.

The graphic design intern will prepare visual and graphical representations of the Rumpke brand, including advertising, presentations, truck and container decals, signage and internal documents. This position collaborates with the Senior Graphic Designer and Rumpke's award winning communications team to maintain the integrity of the brand in all communication efforts, internal and external.

RESPONSIBILITIES OF POSITION:

- Maintain the integrity of the Rumpke brand in all communication efforts.
- Design advertisements for all service regions and corporate projects, including ads for direct mail, print and online.
- Follow templates and layouts for internal handbooks and documents.
- Design sales and marketing materials, such as brochures and other collateral.
- Update and create educational materials.
- Design graphics for social media.
- Assist with photography needs.
- Assist with presentation designs.
- Conduct educational tours and presentations.
- Attend special events and trade shows.
- Provide assistance to the corporate communications team upon request.
- Other duties as assigned.

REQUIREMENTS/SKILLS:

- Ability to follow all department rules and procedures.
- Ability to work independently and as part of a team.
- Ability to exercise good judgment and take responsibility.
- Ability to follow instructions provided by multiple sources and to prioritize accordingly.
- Ability to maintain a flexible schedule, which may include occasional nights and weekends for special events.
- Ability to speak in front of large groups.
- Ability to maintain compliance by wearing personal protective equipment (PPE) when necessary.
- Additional skills may be required to perform additional task(s) specific to work location, department or line of business.

QUALIFICATIONS:

- Legally eligible to work in the United States
- Must be an undergraduate student majoring in graphic design or related field
- Must be proficient in Adobe Creative Suite
- Must be proficient in Microsoft Office (Word, Excel and PowerPoint)
- Ability to take professional looking photographs and videos is a plus
- Video editing capabilities is a plus
- Interest in environmental issues is a plus
- Web design is a plus
- **Must successfully complete pre-employment drug testing**

WORKING CONDITIONS

- Office environment with some travel to and from locations
- Up to 16 hours per week, exact days and times are flexible depending on class schedule
- Occasional evening and weekend hours

To apply, please complete application and upload resume to www.RumpkeJobs.com.

Equal Opportunity Employer