

Job Description / Announcement
Position: Graphic Design and Social Media Marketing Intern

Responsible to: Program Team

Location: Deer Park, Long Island (819 Grand Blvd, Deer Park, NY)/ Remote during COVID

ORGANIZATION: Girls Inc. of Long Island inspires all girls to be strong, smart, and bold through life-changing programs and experiences that help girls navigate gender, economic, and social barriers. Research-based curricula, delivered by trained, mentoring professionals in a positive all- girl environment equip girls to achieve academically; lead healthy and physically active lives; manage money; navigate media messages; and discover an interest in science, technology, engineering, and math. Learn more about our programs and advocacy at www.girlsincli.org.

Summary: The Graphic Design and Social Media Marketing Intern will assist the program team with creating program promotional materials with a focus on video editing and graphic design content.

Responsibilities:

- Assist with conceptualization, layout and design of program marketing initiatives in digital and print
- Assist in developing event themes, invitations, pre and post communications
- Assist in maintaining and growing Girls Inc. of Long Island presence on social media outlets such as Facebook, Instagram, YouTube, and Twitter
- Research effective marketing strategies for each social media platform
- Provide routine feedback on website program content
- Maintain video and image library
- Other promotional design projects as needed

Work Schedule:

- 10-15 hours per week for Fall and Spring; 15-20 hours per week for Summer, schedule to be set by supervisor
- Fall: September-December/ Spring: Jan-May/ Summer: May- August

Qualifications:

- Experience with graphic design and video editing
- Experience in Adobe Creative Suite and Canva is preferred
- Constant desire to learn and grow professionally and personally
- Strong design skills and creative vision
- Photography skills a plus
- Ability to work and excel creatively in a collaborative and fast-paced work environment

- Ability to work independently and with a team
- Good organization skills and strong attention to detail
- Able to work from home within the hours of 9 A.M. to 5 P.M. on Monday through Friday
- Ability to multi-task and manage multiple projects at one time
- Manage time effectively to efficiently meet timelines and budgets

Salary and Application Information:

- Unpaid, college credit only
- Please send cover letter and resume to Shaija Mills, Program Coordinator at smills@girlsinclongisland.org

AN EQUAL OPPORTUNITY EMPLOYER