

## **CAREER OPPORTUNITY**

**Job Title: Marketing & Graphic Design Intern – part time, paid**

### **Overview**

Provides support to Second Helpings' Marketing & Communications Manager and the Development staff in creating dynamic, engaging, digital and physical fundraising and events collateral.

**Responsibilities** include the following. Other duties may be assigned.

- Design and execute graphics and layout for direct mail, email, social media, newsletters, promotional materials, and more.
- Design and execute collateral pieces for annual Corks & Forks, Tonic Ball, and Souper Bowl events.
- Create new, dynamic ways to articulate Second Helpings mission and impact, including easily edited templates that can be updated and altered to serve as a source of visual assets that extends beyond the internship.
- Work with the programs staff to identify additional communications and marketing needs.
- Analyze Second Helpings' current marketing and communications materials to gain a feel for the organization's history and mission; make updates as needed.
  - Review brand guidelines and best practices
  - Review past event materials
  - Review recent direct mail materials
  - Inventory all website branding

### **Qualifications**

#### **EDUCATION and/or EXPERIENCE**

- Must be a high school graduate or equivalent.
- Must be enrolled in a design, journalism, communications bachelors degree program or a related field.
- College graduates with a degree in design, journalism, communications, or a related field are also encouraged to apply.

#### **KNOWLEDGE, SKILLS, ABILITIES**

- Must possess strong communication skills.
- Must be proficient in the Adobe Creative suite.
- Must be able to work independently and under pressure.
- Must love to work with people of all backgrounds, cultural groups and economic levels and be friendly and outgoing.
- Must possess ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

### **How to Apply**

Send Resume and Cover Letter to Emily Martin at [emilymartin@secondhelpings.org](mailto:emilymartin@secondhelpings.org).

**Deadline for Applications: May 28, 2021**

### **About Second Helpings:**

Second Helpings, Inc. accepts donated perishable and overstocked food to prepare nutritious meals for thousands of hungry children and adults every day and distributes them free of charge through local social service agencies in Greater Indianapolis. Second Helpings also trains unemployed and underemployed adults for meaningful careers in the culinary industry.

We believe in service and we respect and value the gifts that everyone brings to our mission. We recognize the diverse strengths, abilities, experiences and perspectives that our staff and volunteers bring to their teams and seek to create an environment that is safe, welcoming and inclusive for all.