



JOB DESCRIPTION

GRAPHIC DESIGN INTERN

Website: www.achieveguidance.com

Address: 233 McCrea Street, Suite 200 | Indianapolis, IN 46225

Achieve is a creative fundraising agency helping organizations raise support, attract new donor audiences, and grow their constituency base. The Graphic Design Intern is an individual who can help create visually appealing designs that will touch, move, and inspire donors and constituents of our clients.

DUTIES

- Brainstorms and mocks up design ideas for clients
- Meets with clients and supervisor to describe design concepts and adjusts designs to fit their needs.
- Works with other Achieve staff and vendors, such as printers, programmers, developers or other technicians, to complete the final product for the client
- Builds strong relationships and creates value for clients
- Helps with administration, copywriting, client follow-up, and other client activities that may become a priority

REQUIREMENTS

Following is a list of the Technology Requirements of the position:

- Adobe Creative Suite - Photoshop, Illustrator, and InDesign
- Mac OS Operating System

COMPENSATION

The internship is a semester long program starting January 1, 2012. Interns will work \$10/hr. Interns work 20 hours a week for 16 weeks. Prefer candidates seeking college credit.

TO APPLY

Please visit our website at www.AchieveGuidance.com and learn more about Achieve. Please send a cover letter and résumé to applicant@AchieveGuidance.com.