



Visual Communication Intern Job Description Adoption Network Cleveland

Adoption Network Cleveland is currently seeking a creative and enthusiastic visual communication intern to join our Development & Communications Department team. The visual communication intern will report to and receive mentoring from our Director of Development & Communications while supporting and gaining experience in a variety of functions relating to visual communication design, including marketing, social media and branding.

RESPONSIBILITIES:

- Provide design support to our staff and Development & Communications Department team including design for print and digital materials, social media, advertisements, and web content.
- Leverage multiple platforms to visually promote our mission and opportunities
- Participate in brainstorming sessions and Development & Communications Department team meetings
- Successfully communicate and offer suggestions to further Adoption Network Cleveland's brand through visual platforms

QUALIFICATIONS

Education and Experience:

- Be in the process of earning a bachelor's or advanced degree, preferably in visual communication design or communications, marketing or a related field
- Experience with Adobe Photoshop, Adobe Illustrator, Adobe InDesign
- Fundamental knowledge of file types (PSD, JPG, PNG, GIF, AI, CSS, HTML, etc.) – how, where and why they are used
- Have the ability to develop new ideas and independently take direction on projects with guidance of communications manager
- Demonstrate the ability to work independently but willingness to work in a team setting
- Have experience with visual communication design and nonprofits or be willing to learn
- Photography experience a plus

Other Requirements: Must have reliable transportation to/from the office and occasional off-site events. Must submit to and pass a background check.

SKILLS DESIRED

- Open-minded with a strong desire to learn through feedback and revisions; you must be able to respond appropriately to direction provided by communications manager
- Strong time management skills in order to multitask and prioritize multiple projects
- Possess outstanding organizational skills and a great attention to detail
- Ability to follow instructions and also work independently with guidance of communications manager
- Must be reliable and punctual
- Ability to communicate well with a wide variety of people

Time Commitment and Compensation: While there is no typical day, interns can expect to work 10-15 hours per week in our Mid-Town office. Adoption Network Cleveland business hours are Monday – Friday, 8:30 a.m.-5 p.m. The final schedule will be decided between the visual communication intern and Director of Development & Communications.

Internships are available year around based on student and organizational needs. Internships typically lasts 3-4 months for the student and organization to gain the most from the internship experience.

This internship is unpaid but can qualify for academic credit.

Does this sound like an opportunity you might be interested in? Interested applicants should send resume, two-three design examples demonstrating your best work, and three references to:

Evan Caroline Clark, Volunteer and Outreach Coordinator
Adoption Network Cleveland
4614 Prospect Avenue East, Suite 550
Cleveland, OH 44103
evan.clark@adoptionnetwork.org

Background of Organization

Adoption Network Cleveland recognizes adoption as a complex, lifelong and intergenerational journey for all those whose lives are touched by it. Founded in 1988, Adoption Network Cleveland provides programs and services to connect and empower all members of the adoption triad (adoptees, birthparents and adoptive parents); adoptive, kinship and foster care families; youth in foster care; foster care alumni; siblings; and the professionals who serve them. Recognizing that a unified voice is a strong voice, Adoption Network Cleveland promotes community awareness and social change by advocating for progressive policies and openness in adoption and child welfare practice, policy and law.

www.adoptionnetwork.org