

## **Marketing and Corporate Communications Department**

### **Graphic Design Intern job description:**

The Graphic Design intern works as a member of the Marketing and Corporate Communications team at Goodwill Industries of the Inland Northwest in Spokane, Washington. This position works under the supervision of the Designer and Print Shop Coordinator. Design work will include print and digital projects, new design and redesign, and production of print projects internally at Goodwill Industries of the Inland Northwest.

### **Design:**

- Design all materials to maintain unified aesthetic for brand materials.
- Design and produce printed information using graphic design, desktop publishing and business software.
- Assist with design and production of monthly employee newsletter.
- Retouch images using Photoshop.
- Ensure all designs fit the Goodwill brand – voice, tone, colors, and aesthetic.
- Design new promotional print/digital posters as assigned.
- Create a stylesheet for any new projects assigned.
- Work on multiple projects simultaneously, with an ability to prioritize and meet deadlines.
- Participate in brainstorming sessions to share new design perspectives and ideas.

### **Production:**

- Assist Print Shop Coordinator with production and delivery of printed materials for the organization.
- Learn how to place orders for and invoice for items produced externally.
- Communicate with clients, if necessary, to understand their design and print requirements.
- Operate a variety of other equipment such as paper cutting, binding, folding, preserving and modular collating system for a variety of applications.

### **Inventory:**

- With approval from Designer and Print Shop Coordinator, order Print Shop materials from Central Supply.
- Work with Designer and Print Shop Coordinator to track and maintain print shop inventory.

### **Other:**

- Attend weekly staff meetings.
- Assist Designer and Print Shop Coordinator with File Management
- Collaborate with other Goodwill departments.
- Assist Marketing department at organizational events.
- Adhere to and uphold the values of Goodwill Industries of the Inland Northwest in working with clients, staff, and external customers

# **Goodwill<sup>®</sup>**

Industries of the Inland Northwest

- Arrive on time for work, meetings, etc. Return to work promptly after breaks, lunch, meetings, etc.
- Display a constructive, positive and professional attitude; deal directly with challenges, working toward a positive resolution.
- Comply with and promote good safety practices. Maintain an orderly work area.
- Comply with work rules and company policies.

## **Outcome objectives:**

Complete a design project that meets the objectives of the current class project. If there is no current class project, design objective will be set by VP of Marketing and Designer and Print Shop Coordinator.

## **Required experience:**

Minimum 1 year of demonstrated skill with Adobe Illustrator, InDesign, Photoshop, Acrobat, Microsoft Excel, Word and Outlook.