



## **Marketing/Graphic Design Development Internship**

Term: Feb. 2017 – May 2017 (can be extended)

Susan G. Komen, Central Tennessee Affiliate, a non-profit organization, is currently looking for Junior or Senior level college students interested in an unpaid internship position as an Administrative Assistant for the Chattanooga Region. This position will coordinate the administrative functions of the organization, assisting the Regional Director and Affiliate Coordinator in the daily functions and strategic direction of the Komen Chattanooga Region. Interns should be mature, proactive, organized, and proficient in the Microsoft Office suite of programs/applications and have good written and verbal communication skills.

Work Area: Interns will have designated work space at the Komen office located at 6025 Lee Highway, Suite 203 Chattanooga, TN 37421. Interns will also be expected to participate in occasional field based initiatives off-site.

### Qualifications for Interns:

- Have an interest in the community health non-profit field, Creative Marketing Development, Layout Design, and Media Management
- Must have completed 2 years of college
- Possess strong interpersonal skills and the ability to multitask in a fast-paced, flexible environment
- Commit to 2-3 days a week (hours will be flexible)
- Have initiative, dependability and follow through and handle strict deadlines
- Must have own personal laptop loaded with necessary programs to perform duties, Mac is preferred
- Must be proficient with Adobe CS3 and Photoshop. Adobe Dreamweaver, Illustrator, Flash, Acrobat and InDesign a plus!
- Present a portfolio of creative print and online design samples
- Be respectful of others and work well with a team
- Have dependable transportation

### Basic Duties:

- Assist Operations Director with development, editing and scheduling of advertisement campaigns and marketing materials
- Schedule media campaigns and prepare marketing pieces to desired scale for advertising mediums
- Partner with staff to manage social media development, scheduling and outcomes reporting
- Create and develop collaborative materials
- Occasional day travel to meet with advertising partners within the SE Tennessee/NW Georgia service area

### Training:

- Participate in an interview with the Regional Director and/or Affiliate Coordinator prior to beginning service
- Complete a volunteer application
- Complete Volunteer Orientation and an overview of volunteer procedures
- Complete a Memorandum of Understanding outlining the expectations for the Internship

*This internship offers considerable insight into the non-profit sector. Interns will gain valuable business experience participating in a creative team, designing under deadline, and working with an existing brand image as well as building community and professional relationships beneficial for any career path.*

Contact: Madeline Burgess, Affiliate Coordinator: 423-499-9155

Send resume and cover letter to [mburgess@komenchattanooga.org](mailto:mburgess@komenchattanooga.org)