



Graphic Design Internship

Working under the direction of the Assistant Director of Creative Strategies, the Digital Design intern will support various aspects of the marketing and communications department for Our Lady of Good Counsel High School. The intern will assist with graphic design, website management, and marketing materials for various departments such as Admissions, Advancement, Athletics, and more. This internship is an in-person, unpaid, college course credit position for the Fall semester with an opportunity to continue in the Spring. Ideally, the candidate will be available 10–20 hours per week. Hours will be flexible to work around schedules.

Responsibilities may include the following:

- Develop designs for ongoing optimization of website, social media graphics, website banners, and email campaigns
- Maintain the website to ensure up to date content, deleting old content and uploading new elements
- Assist in creating email blasts such as monthly alumni newsletters and weekly admissions newsletter
- Create marketing materials (digital and print) including brochures, postcards, invitations, flyers, graphics, programs, signage, etc.
- Assist in the creative concept and execution of fundraising projects and events such as Day of Giving, Giving Tuesday, Founders Day and Grand Celebration
- Communicate with print vendors for installations on various large print projects
- Use Google analytics to measure success of web and email campaigns
- Design digital and print content consistent with the Good Counsel brand and brand strategy
- Maintain school identity standards in all digital and print communications

Minimum Qualifications:

- Minimum of two full years of college; preferred majors – communications, marketing, graphic design
- Thorough knowledge of English grammar, punctuation and spelling
- Excellent oral and written communications skills
- Experience with Adobe Creative Suite a must
- Must provide portfolio with examples of graphic design work
- Extraordinary attention to detail, accuracy and organizational skills
- Must be able to pass criminal background check

Non-discrimination:

Our Lady of Good Counsel High School does not discriminate in its educational and employment policies on the basis of race, color, national origin, ethnic origin, sex, age, disability, religion, sexual orientation. The following person has been designated to handle inquiries regarding the non-discrimination policy: Evelyn Nicholas at enicholas@olgchs.org.

How to Apply:

Interested candidates should submit a cover letter, resume, and portfolio to: Erica Tituana at etituana@olgchs.org. Applicants should apply by **August 10, 2022** for best consideration.