



### **Job Description: Graphic Design Internship**

<b>Intern Position:</b>	Graphic Designer
<b>Reports to:</b>	CFS Business Development Manager
<b>Position Summary:</b>	<p>The Graphic Design Intern will work in collaboration with CFS's Business Development (BD) team to develop and create brand assets for the agency and its programs. Working remotely using their own equipment, the Graphic Design Intern will meet regularly with the BD team at mutually convenient times (either in person or virtually) at a frequency determined by the project management schedule and project teams.</p> <p>Working hours are remote. Working schedule will be determined by CFS in collaboration with the Intern.</p>

### **Key Responsibilities**

- Taking the lead on a design project, ensuring completion by deadline
- Ensuring that designs meet organizational standards and CFS brand
- Working closely with the BD team from a remote office
- Providing constructive criticism on works in progress by the design team
- Learning quickly and implementing those new skills

### **Length of Commitment:**

- To be determined by the student's school and noted in the internship agreement.

### **Qualifications:**

- Proficiency in graphic design software (especially Photoshop, InDesign, Illustrator & Canva)
- Excellent written communication skills, especially for social media platforms
- Affiliation with a graphic design program
- Strong creative & Internet research skills
- Reliability and punctuality
- Effective interpersonal skills
- Ability to work collaboratively with the CFS Community Development team
- Ability to exercise good judgement and tact in dealing with others.
- A satisfactory Vulnerable Sector Criminal Records check.
- Must have reliable access to appropriate technology to complete the tasks assigned and to meet with the CFS team as required

**Support:**

Introductory training sessions include:

- CFS brand guidelines
- CFS for advocacy purposes will be provided as part of our volunteer.

**Benefits**

- To become the lead designer on a project for an accredited registered charity that celebrates its 45<sup>th</sup> anniversary in 2024
- To learn from professional graphic designers and marketing specialists
- To contribute to the creation and delivery of equitable mental health services for Simcoe Muskoka employees and residents