



OPERATION GRATITUDE

Internship (Unpaid)

Remote

JOB TITLE:	Internship, Graphic Design
DEPARTMENT:	Development
REPORTS TO:	Supervisor for the functional area
LOCATION:	Remote

MISSION + VISION:

Mission: Our mission is to honor the service of our military and first responders by creating opportunities to express gratitude

Vision: We envision a future where all who serve believe the American people care

THE OPPORTUNITY:

This internship will afford a unique opportunity to understand the inner workings of a non-profit organization and learn and contribute to the social, cultural, economic, political, and community-based program that drives Operation Gratitude. The work schedule is flexible and will be discussed during the interview. This is an unpaid internship, and class credit is provided as applicable

KEY RESPONSIBILITIES:

- Work on assigned projects in the Development Department that require graphic design work
- Work on design deliverables in a timely manner, including but not limited to social media graphics, digital advertisements, email templates, print advertisements, one-pagers, presentations, event collateral, and infographics
- Work with the Marketing team to develop and execute engagement, traffic, and lead-generation visual campaigns
- Participate in internal marketing team discussions from a design perspective
- Assist with website graphic creation and eNewsletter graphics for various projects

DESIRED QUALIFICATIONS & EXPERIENCE:

- Currently enrolled or have completed a bachelor's degree in graphic design, graphic arts, or a related discipline
- Experience with Adobe Creative Suite, specifically Adobe InDesign, Illustrator, and Premiere Pro. Canva, After Effects, and XD experience are useful but not required

- Eye for detail; ability to exercise good judgment when interpreting instructions and to identify the strengths and weaknesses of alternative solutions
- Excellent verbal, written, interpersonal, and group communication skills
- Highly organized and self-starting with the ability to handle multiple projects and priorities with an appreciation for detail
- Strong interpersonal skills, including an ability to maintain positive professional relationships with a range of people, both in person, in writing, and remote
- Demonstrate a working knowledge of Microsoft Office Suite and Google Suite platforms
- Strong organizational and time management skills; ability to self-set own priorities and meet deadlines

INTERNSHIP DETAILS:

- Each internship is 15 to 20 hours per week for 15 weeks (unpaid)
- Will be well supervised and mentored; the opportunity to participate in a meaningful learning experience
- Upon completion of the internship, the student will be evaluated through a written review by the internship supervisor

PROFESSIONAL LEVEL: P/T – unpaid internship

Operation Gratitude is an equal-opportunity employer

For more information about Operation Gratitude, please visit www.operationgratitude.com.

To apply, please email your resume and cover letter to resumes@operationgratitude.com