

# Graphics Design Internship

Spring-Summer-Fall



## **Mission Statement of the Gloria Gemma Breast Cancer Resource Foundation:**

Gloria Gemma's mission is to celebrate and nurture life in our local community before, during and after a breast cancer diagnosis by providing education, access to wellness resources and support programs to all those touched by cancer.

## **Job Overview:**

Work to promote and prepare for Gloria Gemma signature events and day-to-day Foundation notices as related to the administrative department, which primarily involves creating marketing print collateral, as well as digital copy, social media memes, event signage, presentations and website edits. Internship may be done for academic credit, career exploration or service learning.

## **Responsibilities:**

The Gloria Gemma Breast Cancer Resource Foundation hosts several very different events throughout the year, and duties will vary according to the season and per the discretion of the intern's direct supervisor.

- Taking projects from concept to completion
- Creating story boards
- Work with vendors to quote projects
- Create marketing collateral for events
- Create signage for events
- Running errands related to events
- Communicating professionally and courteously with staff, volunteers, sponsors, and vendors via phone call, email, and in person

## **Qualifications:**

Must have good written verbal communication skills

Must be a great listener

Must be able to complete tasks with minimal supervision

Must be able to prioritize projects

Must be professional and responsible

Must have a genuine interest in helping people and having a positive impact on their lives

Must possess a valid driver's license

Must be proficient in Photoshop and Illustrator

Must be proficient Microsoft Office

Must possess a sense of humor.

**Supervisor:** Reports directly to the Chief Operating Officer

To apply for an internship, please email a cover letter, completed application and resume to Bryan Sawyer,  
[bryan@gloriagemma.org](mailto:bryan@gloriagemma.org)