

GRAPHIC DESIGN INTERN JOB DESCRIPTION **Made Possible by the ExxonMobil Community Summer Jobs Program**

Organization Description: *Texas Center for the Missing (TCM) is a Houston-based 501(c)(3) nonprofit organization dedicated to bringing hope and healing to the missing and their families through crisis intervention, prevention, and community education. As the administrator of the Houston Regional Amber Alert System, TCM offers crisis intervention, prevention, and community education services related to child abductions, runaways, internet lures, and endangered adults. In 2013 alone, 10,141 children were reported missing in the Greater Houston area. To decrease the numbers of missing children, we at Texas Center for the Missing know that children and families need to be educated about how to remain safe, law enforcement needs to be trained on how and when to issue local Amber Alerts, and the community at large needs to be aware of the painful reality of these situations. We are at the ready to activate community resources 24/7 to get a missing child or endangered adult home quickly and safely. Your support directly affects our ability to serve the Greater Houston community with the best and most time efficient resources available. For more information, visit www.centerforthemissing.org.*

GENERAL SUMMARY:

Texas Center for the Missing seeks an intern to provide a transformational resource to a small nonprofit agency by developing professional level graphic design work product, utilizing existing images and new graphic elements to enhance all communications tools for the organization (e.g., website, social media, e-newsletters, and print materials), and providing support for communications and story-telling through print and digital media. This internship would give the intern valuable, real-world experience, as well as providing this grassroots organization of 4 employees with invaluable support.

LEARNING GOALS:

- Best practices for graphic design pieces as story-telling tools and donor appreciation resources consistent with existing branding guidelines and themes
- Importance of community education through story-telling and constituent appreciation to ensure access to resources for left-behind loved ones and survivors
- Professional application of graphic design tools
- Multi-tasking in a small, fast-paced nonprofit environment

PROGRAM DELIVERABLES:

- Design a logo or image for TCM's 15th anniversary to be featured in special event signage and invitations in the fall celebrating 15 years of bringing missing children home (e.g., standing sponsor sign at Golf Tournament, 15th Anniversary Hanging Banner, Gala Sponsor Sign, etc.) as well as an end of year online fundraising campaign
- Design a standing banner featuring recovered missing persons to be utilized in community outreach and education efforts
- Design a Billboard template to be featured on billboards for missing persons cases

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- Design a catalog of cards to be used for birthdays, anniversaries, and other Thinking of You occasions for the families of the long-term missing
- Design a logo and branding guidelines for a future Emerging Leaders effort
- Create 3 Holiday Card designs
- Create 3 Annual Report designs
- Create a 15th Anniversary photo book (digital and/or print)
- Customize images for new informational and educational print pieces (e.g., volunteer flyer, Tip Posters, Law Enforcement flyer, etc.)
- Utilize photo images to design website banners, images for use in social media templates, and banners for e-newsletters
- Assist with miscellaneous special projects

KNOWLEDGE AND SKILLS REQUIRED:

- Strong knowledge of photo and video editing and design software
- Effective project management skills essential
- Ability to multi-task essential
- Excellent verbal and written communication skills essential
- Initiative, drive, common sense, and creative flair essential
- Strong working knowledge of Microsoft Office products
- Ability to work under and meet deadlines
- Possess strong interpersonal and communications skills
- High degree of creativity and accountability
- Adaptability, flexibility and ability to work as part of a team or in an individual capacity
- Ability to handle and maintain the integrity and confidentiality of highly sensitive material and information

SUPERVISION:

Reports directly to CEO. Weekly progress meetings will be held to answer questions, evaluate roadblocks, and discuss solutions for challenges in meeting program goals.

PHYSICAL EFFORT:

The position involves minimal physical exertion, except when assisting in the production of a special event or promotion. Walking, lifting, and some time outside in all weather conditions may be required on specific occasions.

WORK ENVIRONMENT:

Primarily work in the office with frequent participation in meetings and events at other sites (indoor and possibly outdoor).

PRE-REQUISITES:

- Must be a currently enrolled, full-time, undergraduate student who will be returning to school full-time in the Fall of 2015 as an undergraduate sophomore, junior, or senior
- Preferred areas of study: Graphic Design or a related field
- Must provide Enrollment Verification with transcript to confirm enrollment status prior to internship start date
- Background Check required
- Portfolio of past graphic design work required before consideration

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SPONSOR REQUIREMENTS:

This internship is sponsored by a corporate partner (ExxonMobil Community Summer Jobs Program), so this candidate will be required to attend 2 half-day seminars in June and July (time paid by internship). This candidate will also be required to participate in 1 of 3 available service projects sponsored by Volunteer Houston. Time for this service project will also be paid by the internship.

Applicant cannot be related to an ExxonMobil or Volunteer Houston employee.

PAY RANGE:

\$2,750 cumulative salary paid over 8-week, 35-hour per week internship

WORKDAYS/HOURS:

Monday through Friday, 8AM – 4PM

PREFERRED START DATE:

June 2, 2015

PREFERRED END DATE:

July 31, 2015

APPLICATION INSTRUCTIONS:

Submit resume with portfolio by March 14th to support@tcftm.org. Phone interviews will be scheduled by first week of April. Applicants who progress to next stage will participate in personal interviews. Hiring decision projected to be by April 18th.