

Internship Position Description

American Red Cross of Greater Columbus

Internship Title: Web and Graphic Design Intern

Purpose	To contribute graphic design capabilities and help update and maintain content of the American Red Cross of Greater Columbus Web site.
Key Responsibilities	<p>Key Responsibilities for Web site:</p> <ul style="list-style-type: none"> ▪ Organize and build pages of external web site ▪ Work with departments to incorporate content and graphics ▪ Create and implement site map, design concept and layout of web site ▪ Assist in the development of new web site pages ▪ Monitor ARCGC site and research other non-profit sites <p>Key Responsibilities for graphic design needs:</p> <ul style="list-style-type: none"> ▪ Meet with departments during initial consultations and project development ▪ Collaborate with Marketing Coordinator ▪ Liaison between Communication & Marketing department and other departments ▪ Complete assigned projects start to finish ▪ Assist in the printing process
Reports To	Director of Communication and Marketing
Time Commitment	Prefer 10-15 hours a week; must work in office; negotiable with supervisor
Length of Appointment	Ongoing; prefer one quarter/semester commitment
Qualifications	<ul style="list-style-type: none"> ▪ Proficient in using an HTML editor such as Microsoft FrontPage or Dreamweaver ▪ Experienced in java scripting and creating web graphics ▪ Proficient in Adobe Creative Suite in a PC environment ▪ Must have at least two years experience focused on a web/graphic design major ▪ Must have portfolio with web/graphic design samples ▪ Photography experience a plus
Training	On-the-job training will be provided as deemed necessary.
Relationships	Receives primary work direction and oversight from Director of Communication and Marketing; will work closely with Marketing Coordinator and collaborate with other departments
Budget Support	All training, materials, workspaces and/or any other equipment deemed necessary to perform the duties of the position would be provided by the American Red Cross.
Benefits/Development Opportunities	<ul style="list-style-type: none"> ▪ Opportunity to serve the community ▪ Affiliation with one of the most well-respected, internationally known humanitarian organizations ▪ Hands-on opportunity to learn the inner workings of a marketing department ▪ Opportunity to provide significant input into web/graphic design development ▪ Opportunity to enhance your portfolio ▪ Documentation of service, letters of reference

In accordance with Chapter Policies:

- *Each Red Cross volunteer is required to provide written affirmation that he or she will perform Red Cross duties in compliance with the Red Cross Code of Conduct and the Red Cross Confidential Information and Intellectual Property Policy. All volunteers are expected to protect the Red Cross image and reputation by behaving ethically and appropriately.*
- *The ARCGC may perform, or may request that third parties perform, background and reference checks at any time in the volunteer application process. All background and reference checks will be performed in accordance with applicable federal and/or state laws. This check includes a criminal history check for the past seven years and a social security number verification.*
- *In addition volunteers whose job duties require regular, unsupervised access to clients who are youth, elderly, or disabled, or whose duties require the safeguarding/handling of Red Cross assets, must have a background free of conduct which may adversely impact their ability to perform their duties and must submit to a background check on an annual basis. It is the policy of the ARCGC require additional screening and require fingerprinting and a Criminal Record report from the Bureau of Criminal Identification and Investigation and/or Federal Bureau of Investigation.*