



## GEORGIA FAMILY COUNCIL

*Stronger Families. Educated Children.  
Responsible Government.*

### **Graphic Design Intern**

#### **Mission of the Organization**

Georgia Family Council (GFC) is a non-profit research and education organization committed to fostering conditions in which individuals, families and communities thrive. Carrying out that mission is a challenging endeavor that requires a multi-faceted approach. So GFC is organized under three Centers: Center for Policy Studies, Center for an Educated Georgia and Center for Community Initiatives.

#### **Description of Internship:**

**Department:** Communications

**Position:** Graphic Design Intern

**Reports to:** Graphic Designer

**Dates of Internship:** Flexible (based on availability and GFC needs)

The Graphic Design Intern will be expected to assist with the following tasks while gaining hands-on experience and training in the work of a non-profit organization.

- Coordinate with supervisor on various design projects including, but not limited to, layout and design of publications, promotional materials, reports, studies, web graphics, audio/video projects, etc.
- Aid in the development and management the GFC visual brand
- Other design/graphics projects as assigned
- Assist in various other technical capacities as need or abilities dictate (e.g. web development)

In addition to the responsibilities outlined above, interns will share in administrative duties, including:

- Answer the phone
- Assist with preparing and mailing routine correspondence
- Assist GFC staff as needed and required

Interns will be expected to be flexible and show a willingness to assist in any area of the organization as needs arise.

#### **Qualities sought in an intern**

- Strong commitment to the core principles of Georgia Family Council and the mission of Center for Policy Studies along with a strong interest in public policy
- Strong basic computer skills (Microsoft Office suite and internet research) and proficiency in Adobe Illustrator, Photoshop and InDesign, as well as familiarity with Premiere Pro, After Effects, and Soundbooth.
- Strong written and verbal communication skills
- Ability to work independently and in teams
- Ability to handle multiple projects simultaneously

- Effective and decisive when faced with organizational issues and opportunities
- Ability to work well with strong personalities
- Self-confidence, flexibility, and creativity
- Organizational skills, including self motivation and attention to detail
- Willingness to learn in a fast-paced environment
- Additional web development knowledge (PHP, MySQL, etc.) is a plus.

### **Suggested areas of study and/or specialization**

- Graphic Design
- Technical Degree
- Other majors (Communication, etc.)
- Minors in various fields such as Anthropology, Government Studies, History, Law or Pre-Law, Political Science, Sociology or philosophy are a plus.

### **How to Apply**

To apply send cover letter, resume and two references by mail at:

Georgia Family Council  
Attn: GFC Internships  
3500 Parkway Lane, Suite 460  
Norcross, GA 30092

If you have any questions, email us at [internships@georgiafamily.org](mailto:internships@georgiafamily.org) or contact Katherine Greene at 770-242-0001.

For more information about Georgia Family Council, visit [www.georgiafamily.org](http://www.georgiafamily.org) or call 770-242-0001. The Center for an Educated Georgia at Georgia Family Council can be found at [www.educatedgeorgia.org](http://www.educatedgeorgia.org).