



**BOYS & GIRLS CLUBS**  
OF PORTLAND METROPOLITAN AREA

**Boys & Girls Clubs of Portland**  
**Internship Opportunity**  
**Graphic Design Intern – Fall 2019/Spring 2020**

### **ABOUT Boys & Girls Clubs of Portland Metro (BGCP)**

BGCP'S mission is to empower all young people, especially those who need us most, to discover their full potential as caring, engaged, responsible community members. Celebrating over 70 years of providing Portland-area young people with a safe and enriching place to belong when school is out, BGCP currently serves approximately 5,000 youth across three counties. The organization operates Clubhouses throughout the Metro area; hosts Club sites in partnership with the Clackamas School District and is the Schools Uniting Neighborhood (SUN) provider at Margaret Scott Elementary School in the Reynolds School District.

## **Graphic Design Intern**

Want to have fun, get an inside look at the nonprofit world, build diverse skills sets around print and digital design? Do you enjoy mood boards, brand guidelines, and creating innovative visual solutions that help solve real-world problems and make everyday things look beautiful? If this sounds like you, come join us at Boys & Girls Clubs of Portland Metro during the fall semester, September - December 2019, or the spring semester, January - May 2020. You'll work with our Marketing and Development staff to create promotional materials for our Club programs, contribute to designing collateral for major events, and help determine the look and feel of the Boys & Girls Club of Portland Metro marketing materials for the 2019-20 year.

This would be an unpaid, possible for-credit internship (depending upon university or college) at our Administrative office in SE Portland, requiring at least 10 hours of your time per week. Your scheduled hours could be flexible, Monday through Thursday, 8:30am to 5pm.

Ideal opportunity for students majoring in the following fields:

- Graphic Design or Visual Communications
- Advertising
- Marketing

**To apply, please submit the following by email to [jobs@bgcportland.org](mailto:jobs@bgcportland.org):**

1. **Your resume**
  2. **Cover letter describing your interest in the graphic design internship, as well as availability**
  3. **3 professional references**
  4. **Portfolio of design work: can be a website link, PDF portfolio, or 3 relevant work samples**
- \* Applications without cover letter will not be considered.**

Projects may include:

- Collateral for the Be Great Ball that will be distributed online and at the event, such as:
  - Social media banners and post artwork
  - Sponsor recognition materials
  - Event signage and wayfinding
  - Program slide designs
  - Event program
  - Event takeaways
  - Email banners and imagery

- Brochures, one pagers, posters, or other print materials promoting Club programs to various audiences, including potential donors, families, teen members, Board members, and
- Letterhead design
- Infographic design
- Ideating and designing creative promotional swag
- Promoting the Boys & Girls Clubs brand through print advertising for magazines and newspapers, video advertising for TV, or billboard design
- Other tasks as assigned

Necessary skills:

- Graphic Design experience using Adobe Illustrator, InDesign, and Photoshop
- Experience and ability working from brand guidelines
- Understanding of design thinking and process, including research, ideation/brainstorming, sketching, creating reusable templates and assets to streamline work, version control and organization.
- Excellent reading and writing skills, with ability to edit the work of themselves and others
- Ability to independently conduct research and present new ideas
- Can comfortably use Microsoft Office Suite and OneDrive
- MUST have and present portfolio of previous design work

Desirable skills:

- Video editing skills, especially experience in Premiere
- Experience with photography or videography
- Typographic design experience or affinity
- Infographic experience
- Previous design experience with event design and branding