



Brooklyn Community Services
EQUAL OPPORTUNITY EMPLOYER

Position: **Graphic Design Intern**
Program/Department: External Relations and
Advancement
Reports to: Events and Marketing
Manager
Work Location: 285 Schermerhorn St. in
Brooklyn
Hours: 12 hours per week

Position Summary

Brooklyn Community Services (BCS) seeks graphic design student or recent grad to support our marketing efforts. This is an excellent opportunity to learn about the graphic design needs of a large non-profit organization with a robust external relations operation and strong visual presence. Intern will work alongside full-time Graphic Design Manager and receive hands-on experience and training.

This is an unpaid internship, school credit available if applicable.

Responsibilities

Create social cards, brochures, signage and posters for BCS programs and events. Take and/or edit photos. Work on e-blasts and images for social media or web.

Requirements

Must be proficient with Adobe Creative suite and have basic HTML skills. Currently pursuing a degree in Graphic Design or related field or recent grad. Ability to multi-task, prioritize, and communicate effectively in a fast-paced environment. An interest in social justice/social services/non-profit is a plus. Typography knowledge and/or photography skills are also a plus.

Contact:

Email Resume and Cover Letter to: Katharine Lucic, Marketing and Events Manager,
klucic@wearebcs.org