



MEDIA & DESIGN INTERNSHIP

- Purpose:** To provide ECAC with website and social media management and assist with graphic design and multimedia communications.
- Description:* The position of *Media & Design Intern* supports ECAC by developing its online presence. The intern oversees and assists in all ECAC's multimedia communication efforts including website and social media management. The intern will also oversee various graphic design projects.
- Job Title:** Media and Design Intern
- Location:** Ethiopian Community Association of Chicago

1730 W Greenleaf Ave.
Chicago, IL 60626
- Key Responsibilities:**
- The Media and Design Intern:
- (1) Assists IT Specialist with website management & development;
 - (2) Manages ECAC's Facebook page & social media presence;
 - (3) Assists in the creation of advertisements, flyers, brochures, etc.;
 - (4) Assists with other multimedia communication efforts;
 - (5) Completes other related duties as needed.
- Reports to:** IT Specialist & Volunteer Coordinator
- Length of Appointment:** The Media and Design Intern will serve on a semester-long (10 to 16 week) basis. The Intern is eligible to continue after the first month with agreement between the IT Specialist, Intern, and Volunteer Coordinator.
- Time** Minimum 8 hours per week to be maintained by the Intern and IT Specialist.
- Qualifications:** Excellent command of English grammar, speech and writing. Skilled in graphic design. Experience with web management, development, and design. Proficient knowledge of social media marketing. Excellent communication skills, patience, and appreciation of diverse cultures and histories required.
- Support Provided:** The IT Specialist and Volunteer Coordinator will be available on an ongoing basis to answer questions and provide support to the Media and Design Intern as needed.

Further Information & Benefits:

- *Opportunity to develop graphic/multimedia/web design skills;*
- *Gain experience working in a multi-cultural environment;*
- *Nonprofit management skills directly applicable to career development.*