



Graphic Design Intern

The [National Panhellenic Conference](#) (NPC), headquartered in Carmel, Indiana (a northern suburb of Indianapolis), has an opening for a paid graphic design internship position for up to 20 hours per week in our Carmel, Indiana, office. This intern will work as part of the NPC marketing team and support marketing initiatives for NPC and TheSororityLife.com. The successful graphic design intern candidate will display a disciplined work ethic, willingness to learn and graphic design proficiency. The NPC office environment is fast-paced and challenging. Panhellenic sorority affiliation is desired, but not required.

Essential Functions:

- Create, edit or update all forms of print and digital designs, including brochures, reports, posters, website images, social media graphics and digital ads.
- Create a library of editable graphic templates for NPC affiliates.
- Create and edit videos.
- Contribute to the planning and execution of marketing campaigns.
- Write social media and blog copy (optional).

Qualifications:

- Working toward degree in graphic design, marketing, communications, or other business-related field.
- Proficient in Microsoft Office (required).
- Proficient in Adobe Creative Suite, particularly Illustrator, Photoshop and InDesign (required).
- Strong proofreading skills (required).
- Video editing skills using Adobe Premiere (preferred).

NPC has an immediate need for a graphic design intern for summer 2021 (June to August 2021). We also plan to hire a graphic design intern for fall 2021 (August to December) and will accept applications now. Indianapolis-area candidates are preferred; others will be considered, especially for the summer program.

Please send cover letter, resume and 3-4 samples of your work (or student projects) to Loretta Good, chief marketing officer, at loretta@npcwomen.org. These opportunities will be posted until filled.

Our Equal Employment Opportunity (EEO) policy is to employ and retain the most qualified individuals regardless of an individual's race, creed, color, religion, national origin, nationality, ancestry, gender/identity, sexual orientation, age, marital/partnership status, military/veteran status, disability or any other characteristic protected by law.

This policy applies to recruiting, hiring, promotions, compensation, employee benefits, layoffs, terminations, sponsored training, continuing education and all other terms and conditions of employment.