



CAREER OPPORTUNITY

Job Title: Graphic Design Intern

Availability: Fall Semester, 2022

Classification: Non-Exempt, Part-Time, some remote possible

Reports to: Marketing & Communications Manager

Starting Salary: \$16/hour, plus some benefits

About Second Helpings

At Second Helpings, we transform lives through the power of food. By accepting donated perishable and overstocked food, we prepare nutritious meals for thousands of hungry children and adults every day and distribute them free of charge through social service organizations in Greater Indianapolis.

Founded in 1998 by three chefs, Second Helpings remains true to its core mission while the ability to serve our community has continued to grow. In Fiscal Year 2021, we saved 3.6 million pounds of food from the landfill. We distributed 1,818,127 meals and redirected another 2,347,808 pounds of food products to 100 area partners.

The Second Helpings building is a vibrant and active one, fostering a collaborative work environment. The organization relies on a steady and dedicated volunteer corps that is in the building during most open hours, and it sees present and former culinary job training students coming and going regularly. Food and food culture are ever-present, and lunch is available on most days.

About the Graphic Design Internship

The Graphic Design Intern works closely with Second Helpings' Marketing & Communications Manager and the Development staff in creating dynamic, engaging, digital and physical fundraising and events collateral. These efforts help share Second Helpings' mission more broadly across our community.

Responsibilities

- Design and execute graphics and layout for direct mail, email, social media, newsletters, promotional materials, and more.
- Design and execute collateral pieces for annual Corks & Forks, Tonic Ball, and Souper Bowl events.
- Create new, dynamic ways to articulate Second Helpings mission and impact, including easily edited templates that can be updated and altered to serve as a source of visual assets that extends beyond the internship.
- Work with the programs staff to identify additional marketing design needs.
- Analyze Second Helpings' current marketing and communications materials to gain a feel for the organization's history and mission; make updates as needed.
 - Review brand guidelines and best practices
 - Review past event materials
 - Review recent direct mail materials
 - Inventory all website branding

Essential Requirements

- High school graduate or equivalent.
- Enrolled in a design, journalism, communications bachelor's degree program or a related field.
- College graduates with a degree in design, journalism, communications, or a related field are also encouraged to apply.

Desired Qualifications

- Strong communication skills.
- Proficient in Adobe Creative Suite.
- Able to work independently and under pressure.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

How to Apply

Send resume, cover letter, and portfolio or work samples to emilymartin@secondhelpings.org.

Deadline for Applications: May 31, 2022

Second Helpings embraces diversity and equal opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Second Helpings maintains a policy that Equal Employment Opportunities be available to all persons without regard to race, gender, age, color, religion, national origin, ancestry, disability, citizenship status, sexual orientation, gender identity, military status, genetic information, and any other legally protected status. This means the organization does not discriminate in any aspect of employment based on any of these characteristics.

This policy applies to all applicants and employees through all phases of employment, including but not limited to hiring, promotion, treatment during employment, demotion, compensation, and termination of employment.