

DEPARTMENT: Partner and Community Relations
STATUS: Temporary
EXPOSURE RISK: Category III
SALARY GRADE: 18
REPORTS TO: Communications Manager with direction from Designer
SUPERVISES: N/A

GENERAL JOB FUNCTION

The Graphic Design Intern will be responsible for engaging in providing visual support for LifeSource’s mission and brand, as well as the brand of organ, eye and tissue donation for both print and digital materials. Learn to interpret and apply brand standards and the organization’s mission through visual communication for internal and external audiences. Apply knowledge, education and skills of graphic design production by developing a professional workstyle to design a project from concept, with creative direction, to completion. Attend meetings, meet deadlines and managing multiple projects simultaneously providing prompt, thorough, and respectful customer service to managers and team members. Align daily activities with the strategic and operational goals of the organization.

JOB DUTIES AND RESPONSIBILITIES

Participate, in collaboration with the in-house Designer, on the day-to-day graphic design production, specifically creation of graphics and design layouts to support all visual communications.

1. Actively engage in providing design solutions for print ads, flyers, e-mails, website, social media and other media as necessary.
2. Engage in identifying design solutions that demonstrate concepts for effectively communicating to the intended audience.
3. Ensure successful use of brand guidelines across all visual communications, including powerpoints, fact sheets, reports, and other marketing collateral.
4. Assist with special projects and other work such as documentation and office administration tasks.

Learn and engage in the management of the asset library, including digital, print materials and giveaways, and ensure all material is current.

1. Gain thorough knowledge on established tools, resources, expectations and required documentation.
2. Efficiently manage the organization, categorizing and tagging of all photographic and digital files.
3. Assist with revisions and updating design content on established print or digital assets.
4. Serve as the primary resource responsible for uploading and maintaining all digital assets.
5. Research best practices and serve as a resource for alternative strategies and tactics.
6. Develop and maintain relationships with external vendors and production subject matter experts to establish priorities, consult on initiatives, provide status reports, and meet deadlines.

STANDARD RESPONSIBILITIES

1. Perform work while demonstrating a commitment to excellence and performance improvement.
2. Update clinical and administrative documentation, including electronic systems, with accurate, real-time, appropriate information according to established practices and procedures.
3. Represent LifeSource in a professional manner with both internal and external customers, ensuring professional appearance and communication.
4. Participate in all appropriate meetings, in-person, on-site, or remote, as defined by leader.
5. Routinely share feedback, solutions and ideas to leadership, including identification of training needs.

6. Exhibit outstanding clinical, customer service and collaboration skills as required by position.
7. Maintain confidentiality and respect of information obtained within purview of position, as defined by policy and procedure expectations and in accordance with HIPAA.
8. Demonstrate LifeSource Values in work behaviors and actions.
9. Actively participate on assigned committees, work groups and project teams.
10. Execute job responsibilities in accordance with established Standard Operating Procedures (SOPs), Policies (POL), and practices as trained.
11. Perform other duties as required and assigned by leader.

QUALIFICATIONS

1. Requires enrollment in Visual Communication or Graphic Design related degree program. May apply internship credits from this role towards achievement of certificate/degree.
2. Requires proficiency in Adobe Creative Suite including, InDesign, Photoshop, Illustrator as well as comfort working on a Macintosh computer and related software.
3. Knowledge of graphic design, marketing, and audience designed visual communication strongly preferred.
4. Strong written and verbal communication and proofreading skills are essential.
5. Must be organized, detail oriented and have excellent critical thinking and analytical skills.
6. Ability to take initiative, establish priorities, problem solve and function independently.
7. Demonstrated ability to exhibit a high degree of quality, integrity, and honor confidentiality of appropriate information including, but not limited to, personal team member data, organizational operations or work processes, donor and donor family information, contributor details, any financial information and medical or protected health information (PHI) in accordance with HIPAA.
8. Strong working knowledge of Microsoft Office applications.
9. Proven skilled and competent in using technology-based tools such as personal computers and related software, mobile devices and electronic medical record systems as appropriate for position.

WORKING CONDITIONS

1. Around 20 hours per week, Monday – Friday standard business hours, with schedule adjusted to accommodate organizational requirements.
2. Ability to lift and carry up to 30 pounds for short distances.
3. Affected team member in Category III never or rarely have exposure to bloodborne pathogens and do not have a potential for this exposure or handle materials that could spread infection (less than one opportunity per month). Additionally, they rarely interact with staff in patient or donor areas in a hospital or clinic setting while performing their assigned job duties.
4. Must be able to follow and successfully complete category immunization, health screening and background check requirements.