

DETAILED JOB DESCRIPTION

Web/Graphic Design Intern

ORGANIZATION: Northwest Youth & Family Services **CATEGORY:** Public Relations

ORGANIZATION SUMMARY:

NYFS is a non-profit social service agency working for the northern suburbs since 1976. Each year over 3,500 individuals and families are helped by our programs. Our services include employment training for at-risk youth, mental health counseling for all ages, senior chore services, community social workers, juvenile delinquency intervention, summer camp and a day treatment program for youth.

SUPERVISOR: Alex Moti

LOCATION: Twin Cities Metro

HOURS PER WEEK: Open

DEADLINE: Open Until Filled

PRIMARY DUTIES AND RESPONSIBILITIES:

This position involves work in the following areas:

- Assist with web site upgrade to a Content Management System (CMS)
- Design/Update graphics using graphics software (Photoshop, QuarkXPress...) in consistency with the agency guidelines

EXPERIENCE AND QUALIFICATION REQUIREMENTS:

- Must be a college student B.A./B.S. studying or completed education in web design, graphic design, computer science, web communications, or a related field.
- Familiarity with creating, publishing & optimizing video for social media
- Ability to create composite graphics for web page, Photoshop & Illustrator mock-up

College credit may be available depending on the requirements of your college or university.

HOW TO APPLY:

Interested applicants should send a cover letter and resume via email or mail to

Northwest Youth & Family Services
Attn: Adel Chamoun
3490 Lexington Ave. North
Shoreview, MN 55126
adel@nyfs.org

No phone calls please