Position: Graphic Design Intern

Department: Public Affairs

Reports To: Digital Media Coordinator

Scope: Intern; P/T; Non-exempt; Temporary

Date: May 2015

☐ Yes  ☑ No This position is subject to a pre-employment criminal background and/or financial history background check

Position Summary:

Under the supervision of the Digital Media Coordinator, the Graphic Design Intern will support the organization's digital media content needs, including the design and layout of publications in Adobe InDesign, primarily for advocacy purposes. Projects include designing reports and issue briefs, creating graphics for social media and email campaigns, and preparing and uploading video files.

Specific Responsibilities:

• Assist Digital Media Coordinator on all projects including creation of graphics, videos and other digital content assets
• Design and layout various assets and graphics for digital and social media engagement on a variety of key health care issues
• Compile digital media metrics reports
• Assist in maintaining design standards for the organization and work with others to ensure consistency of brand standards
• Maintain tracking grids for reports, issue briefs, infographics, and other digital content
• Provide additional departmental support as needed

Education: Bachelor’s degree (or working toward degree) in graphic design or related field

Qualifications:

• Strong design portfolio
• Working knowledge of Adobe Creative Suite including Photoshop, Illustrator, and InDesign required
• Working knowledge of design and typography principles and practices
• Ability to excel in a fast-paced/changing environment
• Ability to take direction and mentoring
• The desire to contribute to a collaborative, team-oriented environment.
• Ability to work on own initiative and meet deadlines
• Highly attentive to detail
• Professional demeanor
• Must have excellent organization and time management skills.
• Experience in videography and/or photography a plus
Required Materials:
- 3-5 design samples required with application. Please submit at least one sample of print work, and one sample of online/digital work.

Significant Work Activities & Conditions:
- Continuous sitting for prolonged periods more than 4 consecutive hours in an 8 hour day.
- Keyboard use of greater or equal to 80% of the workday.

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, age, disability, religion, sex, sexual orientation, gender identity, national origin, or status as a protected veteran

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Interested candidates must send resume, references, a cover letter and 3-5 design samples (in .pdf format, with at least one sample of print work and one sample of online/digital work) to: hr@ahip.org or mail to:

America's Health Insurance Plans (AHIP)
ATTN: HR Dept/PAGDI
601 Pennsylvania Avenue, NW
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